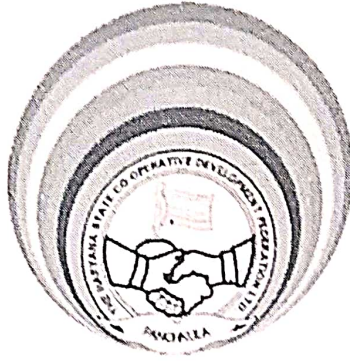


**TENDER FOR EMPANELMENT OF
PRINTERS IN HARCO PRESS
(A unit of HARCOFED)**



Published by:

THE HARYANA STATE COOPERATIVE DEVELOPMENT FEDERATION LTD
Bays No. 49-52, Sector-2, Panchkula, Haryana, Ph. 0172-2560340,
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THE HARYANA STATE COOPERATIVE DEVELOPMENT FEDERATION LTD.
Bays No. 49-52, Sector-2, Panchkula, Haryana, Ph. 0172-2560340,
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NOTICE INVITING TENDER

HARCOFED Chandigarh, intends to empanel reputed Printing firms which are registered under the Factories Act./ Cooperative Societies Act/ Companies Act etc. for printing of Publicity materials in bulk like folders, booklets, coffee table books, diaries, calendars, invitation cards, visiting cards, posters, planners, deluxe note books, seminar material, cheque books and other unspecified printing materials etc.. Interested printers having suitable required machinery/ equipments and infrastructure with experience of producing quality jobs may apply for "Empanelment in the prescribed online Proforma only. Online Proforma should be submitted within the period mentioned in the key events of the tender.

Request for Proposal document and other information can be downloaded from the portal <https://etenders.hry.nic.in> on payment of the tender document fee and processing.

The undersigned reserves the rights to accept and reject any/all tenders without assigning any reason.


Managing Director
HARCOFED

THE HARYANA STATE COOPERATIVE DEVELOPMENT FEDERATION LTD
Bays No. 49-52, Sector-2, Panchkula, Haryana, Ph. 0172-2560340,
E-mail: harcofed@vmail.com

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THE HARYANA STATE COOPERATIVE DEVELOPMENT FEDERATION LTD
Bays No. 49-52, Sector-2, Panchkula, Haryana, Ph. 0172-2560340, E-
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Ref No. / HARCOFED/CS/2024/449

Dated: 23/06/2024

1. PREAMBLE

Haryana Cooperative Press (A unit of Harcofed) has been established in year 1969 which is located at Plot No. 165-166, Industrial Area, Phase-I, Chandigarh. HARCOFED invites Request for Proposal from reputed printing firms for empanelment of printing firms.

2. KEY EVENTS & DATE

The schedule of activities is outlined below:

Sr. No.	Item	Particulars
1.	Tender details	HARCOFED invites e-tender from reputed printing firms for empanelment of printers.
2.	Tender Document fee and e-service fee (Rs.) (Online).	Rs. 2000/- tender fee + Rs. 1000/- online fee + 18% @ GST. Payment will be accepted through online mode. https://etenders.hry.nic.in
3.	Empanelment fee	Rs. 15,000/- (Will be adjusted at the time of refunding EMD)
4.	Start & End date and time of online bid preparation and bid submission	26.06.2024 from 10:00 A.M. to 17.07.2024 upto 5:00 P.M.
5.	Date and time of opening of online technical bid	19.07.2024 from 11:00 A.M.
6.	Place of Opening of Tender	The Haryana State Cooperative Development Federation Ltd. Bays no 49- 52, Sector-2 Panchkula, Haryana.

The RFP document shall be available on the e-Procurement website (<https://etenders.hry.nic.in>) and may be downloaded free of cost by the interested bidders.


Managing Director
HARCOFED

3. Eligibility Criteria

The following criteria must strictly be fulfilled by the bidder. The bidder must submit documentary evidence in support of their claim for fulfilling the criteria. The bids received without the documentary evidence will be rejected outright. Incomplete bids or bids deviating from the minimum eligibility criteria defined below will be treated as unresponsive and shall not be considered eligible for further evaluation. Preference will be given to ISO-certified printing firms.

Sr. No.	Criteria	Supporting documents to be submitted
1.	The bidder should be a Registered Coop. Societies/Companies/Partnership/Firm/Proprietorship firm as per appropriate laws with their registered office from last 3 years. Preference will be given to Coop. societies registered under Coop. Societies. ACT.	Certificate of Incorporation/Registration/ Partnership Deed. duly registered with District Registrar of Firms & Societies along with power of Attorney and self-declaration regarding Prop.
2.	GST number	Copy of GST registration
3.	Bidder must have at least 3 Years Experience to supply similar material to any state/central Govt. Departments/Boards/ Corporations	Single Purchase orders of similar items having a minimum value of Rs. 5 Lac each year during the last 3 financial years must be attached i.e. 2020-21, 2021-22 and 2022-23.
4.	Should not be blacklisted by the Central/State Government/Boards/Corporations and Public Sector Undertaking	As per Annexure-A signed by Competent Authority
5.	PAN Card	Attach Copy
6.	ITR of Last 3 years financial year 2020-21, 2021-22 and 2022-23 (AY 2020-21, 2021-22 & 2022-23)	Attach Copy verified from CA
7.	Balance Sheet, Trading Account, and Profit & Loss Account of Last 3 years i.e. FY 2020-21, 2021-22 & 2022-23 with positive Net Worth	Attach Copy (Verified from CA with valid UDIN Number)
9.	Firm should have in-house facilities for Printing infrastructure i.e. Offset printing machine single col, offset printing machine multicolor, cutting machine, lamination, binding, (spiral, stitching, Section sewing) printing and packing etc.	CA's Certificate along with Prototype samples of the printing material.
10.	Average turnover of 2 Crore during last 3 Years.	Copy attached (Turnover certificate issued by CA with Valid UDIN

		Number)
11.	Preference will be given to Security Printing firms fulfilling regulations of RBI for Security printing/ preference given to NABARD certified printing firms for other printing job.	Copy attached yes/no
12.	Copies of two major work orders placed by the Government department PSUs, and reputed business organizations for the financial year 2019-20 , 2021-22 and 2022-23.	

4. Scope of Work :

The selected eligible bidder has to supply the printed material as per requirement of the office on the basis of supply order issued as per demand (booklets folders various printing jobs for banking, other books, stationery and printing). However, Harcopress, Chandigarh at its discretion may increase or decrease 25% the quantities required at any time during the contract period.

- a. The participating bidder shall provide 5 printed samples of each item, free of cost for each tendered items as per the specifications as per list of items mentioned in the tender document.
- b. All aspects of the safe delivery of finished goods shall be the exclusive responsibility of the printer.

5. Delivery

- 5.1 The selected printer has to deliver the supplies within the time frame/schedule of delivery of the printed material. The schedule of delivery will be informed at the time of inviting financial offers.
- 5.2 The selected bidder shall deliver the supplies in Harcopress, Chandigarh as per requirement or as per the place of delivery mentioned in the order.
- 5.3 Office is not bound to place order with the lowest tenderer in full or for full quantity against any item with one firm. Selection will be made for the firms which would be best suitable according to the requirement of this office.
- 5.4 Failing to supply the order, the firm shall be held liable for breach of contract and the Harcofed shall have the right to get the work done from somewhere else at firm's risk and costs and the supplier shall be liable to pay to Harcofed additional expenditure incurred on getting the work done from somewhere else where.
- 5.5 The payment will be released after receipt of the complete supply strictly according to the specifications of the supply order and after inspection, checking and counting of the goods. The goods will be inspected on receipt at destination (i.e Haryana Cooperative Press, Plot No. 165-66, Industrial Area, Phase-1, Chandigarh). Material which is found in damaged condition or which is found to be not according to the prescribed specifications shall have to be lifted back from destination at the risk and cost of the firm. The goods so lifted back and replaced by the

tenderer within 3 days from the date of lifting them. The party should immediately lift the goods within 24 hours otherwise goods will be kept outside in open entirely at the risk and cost of tender. In case goods are not replaced, then the same will be purchased from the other source at the risk and cost of tenderer of the goods.

5.6 No advance will be given for the supply of goods.

6. **Financial Evaluation:**

6.1 The financial bids from only technically qualified/empaneled bidders will be called.

- a. Financial bid (item wise) of only those bidders would be considered for award of the contract. Whose samples would be found, as per requirement/specifications by The Tender Committee and who qualify technical evaluation.
- b. Quoting incredibly low value of items with a view to subverting the tender process shall be rejected straightway and EMD of such vendors will be forfeited.

7. **Contents of Bid :**

The prospective bidders are required to submit their bids online through e-Tendering system (<https://etenders.hry.nic.in>) as under :-

Pre-Qualification (Any Bidder failed to comply with the Eligibility Criteria {Clause no. 3} may be treated as rejected straightway no further correspondence may be entertained).

EMD will be accepted through online module on <https://etenders.hry.nic.in> portal.

Note:

1. The bidders have to produce the original documents as & when asked for by the purchaser. The failure of the bidder to furnish the said original documents will entail summarily rejection of its bid.
2. The purchaser will not be responsible for any delay in online submission of the bids due to any reason whatsoever.
3. Corrigendum/Addendum to this bid, if any, will be uploaded on the website <https://etenders.hry.nic.in>. No separate communication will be sent to any bidder. This may be noted by the bidder on its own.
4. The purchaser reserves the right to verify the particulars furnished by the bidder independently. If any information furnished by the bidder is found incorrect at a later stage. The bidder shall be liable to be debarred for future bidding in Harcopress for a period of 2 years.
5. For any technical issues related to electronic tendering portal, Bidders may contact Mr Dinesh 8360139933, Programmer, Harcofed

8. **Evaluation Process**

Eligibility criteria and technical bids of only those bidders will be evaluated, whose valid EMD

instruments are found to be in order. Bid received without empanelment fees will be summarily rejected.

1. Samples must bear complete description of the tendered items. Samples be submitted by hand on or before specified date & time. The list of submitted samples must be attached along with the technical bid.
2. A duly constituted Committee will first select bidders on the basis of eligibility criteria defined for this tender. The bids conforming to the eligibility criterion only will be considered for further evaluation. If there is any lack of clarity in the submitted eligibility documents. Committee may ask concerned bidder to prove their eligibility.
3. The Tender Committee shall evaluate the responses to the tender and all supporting documents/documentary evidence. Further, in case of samples the final purchase decision may be made as per the evaluation of samples received against each item. The Tender Committee may evaluate the sample on the basis of quality and as per the need of office. Moreover, in case committee may consider all the received samples, if physical evaluation of samples is not feasible or not required. Inability to submit requisite supporting documents/documentary evidence may lead to rejection.
4. The Tender Committee may ask for meetings with the Bidders any time during the evaluation process to seek clarifications on their bids.
5. The Tender Committee reserves the right to reject any or all bids on the basis of any deviations. The decision of the Managing Director in the evaluation of responses to the tender shall be final.
6. Conditional bids would be liable for rejection.
7. Upon verification evaluation/assessment, if in case of any information furnished by the bidder is found to be false/incorrect, their bid shall be summarily rejected and no further correspondence on the same shall be entertained.
8. No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to the successful bidder(s).
9. The Tender Committee will shortlist the Technical bids on the basis of the minimum eligibility criteria. The samples of only those short listed bidders will be considered and further checked and selected by The Tender Committee.
10. Committee constituted by the Department is fully empowered to check the specimen samples of material. Selection of samples would be strictly on the basis of quality of material. The approval/rejection of all the samples are subject to the evaluation/final outcome of the technical committee. The decision of The Tender Committee will be final and will be binding upon all the participant bidders.

9. Instructions to Bidders

9.1 Submission of Bids:

Online bids shall be received by the purchaser before/on the time and date specified in the schedule of the bid notice. The purchaser may, at its discretion, extend this deadline for submission of offers by issuing corrigendum.

9.2 Method of Submission of Bids

The two bids system shall be followed. Pre-qualification, Technical offers shall be submitted online on e-Procurement system (<https://etenders.hry.nic.in>). The bidders shall submit their bids online in electronic format only and with digital signatures for participation in the e-tendering process.

9.3 Late offers

Late submission will not be entertained and will not be permitted by the eProcurement system after due date & time.

9.4 Cost of Bidding & currency

The offer must be given in Indian Rupees only. The bidder shall bear all costs associated with the preparation and submission of its bid.

9.5 Erasures or Alternations and Signing of Tenders Offers

The bid shall be signed by the bidder or a person or persons duly authorized. The person signing the bid shall initial all pages of the offer, except for un-amended printed literature.

The bid should contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in that case such corrections shall be initialed by the person signing the offer.

9.7 Offer Validity Period

The Tender is nontransferable and the offer must be valid for a minimum of 365 days from the date of submission of bids which can be extended for a further 365 days in case of exigency as per the decision of the Business Committee. However, once the offer is accepted by the Business Committee the contract will remain in force up to the awarded date of tender. The selected firm is bound to supply the approved item as per their required specification during the contract period. If the successful bidder is proved to have sub-contracted the contract, the contract shall liable to be terminated and case for blacklisting the firm shall be initiated.

9.8 Clarifications of Offers

To assist in the scrutiny, evaluation and comparison of offers, the purchaser may, at its discretion, ask some or all the bidders for clarifications of their offers on any of the points mentioned therein and the same may be sent through email, facsimile, etc. However, in such cases, an original copy of the technical clarifications shall be sent to the Purchaser through courier or in person.

Harcofed will call the quotations from the empaneled printers only.

9.9 Amendment of the Document

a) At any time before the deadline for submission of bids, the purchaser may, for any reason, whether on its own initiative or in response to the request for clarification by the prospective bidder, modify the RFP document.

b) Any amendments would be intimated to all the prospective bidders by issuing corrigendum on e-procurement web portal.

c) In order to allow prospective bidders reasonable time to take into the consideration the amendments while preparing the bids, the purchaser at its discretion may extend the deadline for the submission of bids.

9.12 Language of Bid

The bid, as well as all correspondence and documents relating to the offer exchanged by the bidder and the purchaser, shall be in English language only. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an appropriate translation in English language and in such a case, for purpose of interpretation of the bid, the translation shall govern.

10. General Conditions :

- a) Bidders must be single entity only. Consortium shall not be allowed in any case.
- b) Bidders are required to fully understand the work and ascertain the requirements before submitting the bid.
- c) The award of the work will be communicated in writing at the address provided by the organization. Any change of the address of the organization should therefore, be promptly notified in writing to the Purchaser.
- d) The scope of work shall include supply, delivery at site, unloading any other services associated with the delivery of the equipment and materials.
- e) Failure on the contract's part to comply with any of the conditions above may result in forfeiture of EMD/balance payment to vendor and shall result in termination of the contract.
- f) Payment shall be made as per the actual quantity executed and quantities mentioned in the RFP can be increased or decreased at the sole discretion of the

purchaser @25 %.

- g) Nothing extra shall be paid against the price quoted due to escalation of prices/ cost or loss or damages caused by rain, flood war epidemic, strike or any other natural calamity.

Force Majeure: A party shall not be liable for any failure of or delay in the performance of this agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to the acts of God, strike or labor disputes, embargoes, Government orders or any other force Majeure event.

Empowerment Officer

In case of any dispute, before settlement or arbitrary decision, both the parties shall have the right to approach MD, HARCOFED for the appointment of an Empowerment Officer (Class I Officer) to settle the dispute before evoking the Arbitration clause of this document. Any bidder flouting these provisions shall not be entitled to invoke the arbitration clause. They may approach an arbitrator if they are not satisfied with the decision of the Empowerment officer.

Deficit Liability Period

The successful bidder shall be liable to replace the Sub-standard material supplied within 60 days from the date of supply, free of cost to HARCOFED without any question asked and in case of its failure to comply with the provision, the EMD of the bidder shall be forfeited without any notice and a penalty at @5% of the award amount shall be recovered from the bills to be payable to bidder.

As and when the work is awarded to successful (empanelled) bidder, then he shall be liable to deposit at least 5% of the amount of the work order in case order is below or upto Rs. 500000/- and 10% of the amount of work order in case order is above Rs. 500000/- of awarded amount with the department as performance bank guarantee, which will be refunded within the 3 months after satisfactory completion of supply.

Arbitration:-

1. (a) Any dispute or difference arising between the HARCOFED and printing firm relating to any matter arising out of or connected with the contract, that shall be referred to the Financial Commissioner and Principal Secretary/Commissioner and Secretary to Government Haryana,

Cooperation Department Haryana who will be the sole arbitrator. The award of the Arbitrator shall be final and binding on the parties signing the contract.

(b) Venue of arbitration will be Panchkula/Chandigarh and arbitration will be governed by provisions of the Indian Arbitration & Reconciliation Act.

2. Any dispute regarding this will be subject to Panchkula Jurisdiction only.

For any further information/clarification, please contact on Tel. 0172-2560340 and Mobile No. 8360139933.

**Managing Director
HARCOFED**

Annexure-A

(To be executed on stamp paper) worth Rs.20/-

I _____ son of _____ Caste
_____ Resident of _____ Police
Station _____ Distt. _____ Contractor/Partner or Sole Proprietor

(Strike out word which is not applicable) of Firm of Contractor _____ do
hereby declare on solemn affirmation that the individual/firm/company is not black-listed by the
Union or the State Government or any partner or shareholder thereof and are not directly or
indirectly connected with or has any subsisting interest in business of my/our firm.

In case the information is found to be incorrect or false, an appropriate action may be taken against
me by the authorities. I shall also be liable to indemnify the Harcofed in case any claim arises out of
information given by me.

Deponent _____

Address _____

Dated _____

Verification:-

I do hereby solemnly declare and affirm that the above declaration is true and correct to the best of
my knowledge and belief. No part of it is false and nothing has been concealed therein.

Deponent _____

COVER LETTER

To,

Managing Director, HARCOFED

Panchkula, HARYANA,

Subject: Proposal for empanelment of firms printing under heat set process.

Dear Sir,

1. We, the undersigned Tenderer, having read and examined in detail the specifications and all bidding documents in respect of the tender, do hereby propose to provide the services as specified in the bid documents.
2. PRICE AND VALIDITY
 - a. All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 365 calendar days from the date of signing of tender.
 - b. We do hereby confirm that our bid price does include any applicable Taxes. All applicable taxes are mentioned separately.
 - c. We have studied the Clauses relating to Taxes and hereby declare that if any Tax is altered under the law, we shall pay the same.
3. EARNEST MONEY: We have deposited the earnest money. It is liable to be forfeited in accordance with the provisions of tender document.
4. DEVIATIONS: We declare that all the services shall be performed strictly in accordance with the scope of services and other clauses of the tender document.
5. BID PRICING: We further declare that the prices stated in our tender are in accordance with your terms & conditions in the bidding document.
6. QUALIFYING DATA: We confirm having submitted in qualifying data as required by you in your tender document. In case you require any further information/ documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.
7. We hereby declare that our tender is made in good faith, without collusion or fraud and the information contained in the tender is true and correct to the best of our knowledge & belief. We have not made any deviation in the bid

and undertake the acceptance of all terms and conditions of the bid document.

Thanking you,

Yours faithfully, (Signature)

Name, Designation, Business Address, Company Seal

LIST OF DOCUMENTS TO BE SUBMITTED IN TECHNICAL BID

(To be filled by Bidder and given on letter head of participating firm)

	Description	Status of Submission (Yes/No)	Page Number as per numbering given to the technical bid documents uploaded on the portal
1.	Cover Letter		
2.	Application Form		
3.	Earnest Money Deposit		
4.	Certificate of Incorporation/Registration, Partnership Deed duly registered with District Registrar of Firms & Societies along-with power of Attorney and self-declaration regarding Prop.		
5.	Attested copy of GST Registration Certificate		
6.	3 Years' Experience of supply similar material to Govt. Departments/Boards/Corporations i.e. Single Purchase orders of similar items having a minimum value of Rs. 5 Lac each year during the last 3 financial years must be attached i.e. 2020-21, 2021-22, and 2022-23.		
7.	Affidavit regarding nonblacklisting as per Annexure-A		
8.	Attested Copy of PAN Card		
9.	Copy of ITR of Last 3 years financial year 2020-21, 2021-22 and 2022-23 (AY 2021-22, 2022-23 & 2023-24)		
10.	Certified copy of Balance Sheet, Trading Account and Profit & Loss Account of Last 3 years i.e. FY 2020-21, 2021-22 & 2022-23 with positive Net Worth with valid UDIN		
11.	CA certificate regarding in-house facilities of Printing infrastructure i.e. Offset printing machine single col, offset printing machine multicolour, cutting machine, lamination.		

	binding, (spiral, stitching, Section sewing) printing and packing etc.		
12.	Certificate issued by CA regarding Average turnover of 1 Crore during last 3 Years with valid UDIN number		
13.	Copies of two major work orders placed by the Government department PSUs, and reputed business organizations for the financial year 2019-20 , 2021-22 and 2022-23		
14.	Self declaration regarding non blacklisting on letter head of firm/bidder		
15.	Documentary proof regarding Security Printing firms fulfilling regulations of RBI for Security printing/NABARD certified for another printing job (for Preference)		
16	Firm registration certificate.		

Company/Firm Seal

(With name & designation of the person signing the tender)

APPLICATION FORM FOR EMPANELMENT OF PRINTING FIRMS

(TECHNICAL DETAILS)

Sr. No.	Particulars	Details
1.	Name of the Bidder	
2.	Year of Incorporation	
3.	Full Postal Address, Telephone No., Email	
4.	Permanent Address, Telephone No., Email	
5.	Details of experience in printing	
6.	Details of infrastructure, persons employed, number of offices / branches available. (Attach Proof)	
7.	EMD Detail	
8.	List of Clients (Attach Proof)	

Declaration

I /We do hereby certify that the information as provided above is correct and true in all respect. In case of furnishing any false information or suppression of any material information, the application shall be liable for rejection besides penalty can be imposed, if it deemed fit.

Signature

Name and Designation of Authorized Signatory with Seal

Date:

Place:

NOTE:

1. Please enclose your company/society/firm profile.
2. Documentary evidence wherever mentioned must be attached. In absence of the same, the application will be summarily rejected. HARCOFED reserves the right to accept or reject any or all applications without assigning any reason thereof.

company/society/firm Seal

(With name & designation of the person signing the tender)

Self-Declaration – No
Blacklisting (On the letter head
of the Firm)

To,
The Managing Director,
HARCOFED, Panchkula,
Haryana

In response to the Request For Proposal (RFP) for empaneling heat set printing firms for HARCOFED, Haryana for a period of one year, I/ We hereby declare that presently our firm is having unblemished record and is not declared ineligible

for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our firm is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Place _____

the Firm _____ Seal of

Date _____

Yours faithfully, Signatures _

Name _____

Details of Firm's income/Turnover

(Rupees in lakhs)

Particulars	Financial Year 2020-21	Financial Year 2021-22	Financial Year 2022-23
Turnover			

Furnish the copy of the Profit & Loss Account and Balance Sheet as documentary evidence in support of the information provided above.

Signature:

Date:

Name:

OFFICE SEAL

Designation: