

To,

**Sub: Procurement of Calendars and Diaries for DFCCIL for the Year 2019.**

Dear Sir,

Please arrange to submit your quotation online using the link [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) on or before 15:00 Hrs. of 30/10/2018 for the subject item. The Quotation shall be opened online on [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) at 15:30 Hrs. on 30/10/2018 at the Dedicated Freight Corridor Corporation of India Limited (DFCCIL), 5<sup>th</sup> Floor, Pragati Maidan, Metro Station Building Complex, New Delhi-110001.

**1.0 Instructions to Agencies for Online Quotations:**

- 1.1 The Quotation can be submitted Online on [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) on or before 15:00 Hrs. of 30/10/2018. The Quotation will be opened online on 30/10/2018 at 15:30 Hrs. on [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL).
- 1.2 Quotation shall be submitted through Online mode only at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL). Quotation submitted by any other mode will not be accepted.
- 1.3 It is mandatory for all Agencies to have Class-III Digital Signature Certificate (in the name of person who will submit the online quotation from any of the Licensed Certifying Agencies ('CA') [Tenderer can see the list of licensed CAs from the link [www.cca.gov.in](http://www.cca.gov.in)] to participate in e-quotation of DFCCIL.
- 1.4 To participate in E-Quotation, it is mandatory for Agencies(s) to get themselves registered with the Tender wizard ([www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL)) and to have user ID and password. Agencies have to pay Annual Registration charges of Rs. 2000/- + GST to M/s ITIL through e-payment. Tenderers have to pay Tender-Processing Fee (Non Refundable) @ 0.1% of Estimated Cost + GST subject to minimum of Rs. 750/- + GST to M/s ITIL through e-payment. Already Registered Agencies at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) need not pay registration charges to M/s ITIL.
- 1.5 [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) is the only website for submission of quotation. 'Vender Manual' containing the detailed guidelines for E-Tendering is available on [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL).
- 1.6 **Modification/Substitution/Withdrawal of Quotation:**
  - 1.6.1 Agencies(s) may modify, substitute or withdraw their quotation after submission prior to 15:00 Hrs. of 30/10/2018 (Last Date & Time for Quotation Submission termed as

Quotation Closing Date & Time). No Bid shall be modified, substituted or withdrawn by Agencies after Quotation Closing Date & Time.

1.6.2 For modification of financial offer, Agency has to detach its previous offer from [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) and then upload digitally signed modified offer.

1.6.3 For withdrawal of Quotation, Agency has to click on withdrawal icon at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL).

**Before withdrawal, it may specifically be noted that after withdrawal of Quotation, for any reason, Agency cannot resubmit their quotation again.**

### **1.7 Signing of Quotation:**

1.7.1 This Quotation being E- Quotation, the Digital Signature obtained from Approved Controller of Certifying Authorities (CCA) shall only be considered as authentic for submission of quotation.

1.7.2 For submitting the Quotation, the Authorized Signatory shall be the Digital Signatory. In case, the Authorized Signatory and Digital Signatory are not the same, the bid shall be considered non-responsive and will be rejected.

### **1.8 Deadline for Submission of Quotation:**

Agencies must ensure to complete the Quotation submission process in time as [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) will stop accepting any Online Quotation after Quotation Closing Date & Time.

### **1.9 Help-Desk for E-Quotation:**

For Any Clarification, Help and Registration for E-Tendering/ Quotation and for obtaining Digital Signature, Contact at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) and on Telephone No. 011-49424365 or Mobile No. 9599653865.

### **1.10 Availability of Quotation Documents:**

(a) Quotation Document can be downloaded from [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL). Agency who wishes to view Quotation Document can visit [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL).

(b) DFCCIL may issue Corrigendum to the Quotation Document which shall be placed on website [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) only and at least 2 days in advance of date fixed for Opening of Quotations.

- 1.11 The Agencies shall keep their offers open for a minimum period of 30 days from the date of opening of Quotations. The Agency cannot withdraw their offer within the period of Validity.
- 1.12 The Complete Quotation Document including Corrigendum digitally signed would be uploaded at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) in 'Document Library'.
- 1.13 Financial Bid (Microsoft Excel File) is to be downloaded from website [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) and then is to be filled, saved and uploaded (through Digital Signature) on the same website.

## **2.0 Terms and Conditions:**

### **2.1 Period of Completion:**

Period of Completion shall be 14 days from the date of issue of Letter of Acceptance.

### **2.2 Delivery:**

Delivery is required at the DFCCIL Corporate Office, New Delhi.

### **2.3 Terms of Payment:**

- i. No advance payment shall be made.
- ii. 100% payment will be made after receipt and acceptance of materials. In case of Part Receipt/Part Acceptance of Materials, On Account Payment will be made.
- iii. Bill/Invoice should be submitted in duplicate, duly signed and stamped by the Contractor.
- iv. Payment to the Contractor shall be made through Electronic Clearing System (ECS). The Contractor shall submit complete bank details/NEFT Mandate Form issued by their bank.
- v. Tax Deducted at Source (TDS) will be deducted from the payment due to the Contractor as per rules of the state/central government if applicable.

### **2.4 Inspection of the Work:**

Inspection of the Work will be carried out by representative of DFCCIL, who will be designated as Officer Incharge. The Officer Incharge shall have the power of General Supervision/Inspection and can reject the work if it does not conform to the desired standard and no payment shall be made for the rejected work. Decision of Officer Incharge will be final and binding.

- 2.5 The work will be carried out as per Terms and Conditions, Technical Specification and Schedule of Rates and Quantities. Payment will be made to the contractor in accordance with the Terms of Payment mentioned in Clause 1.3. The rates quoted by the contractor will be inclusive of all Labour, Material, Cartage etc. and excluding GST. No extra payment on any other account will be admissible to the contractor.

**2.6 Penalty:**

- i. In case of any loss or damage, it shall be the liability of the contractor and DFCCIL at its discretion can deduct the total cost of damages or any part thereof from the bill of the contractor. The decision of DFCCIL in this regard shall be final and binding on the contractor.
- ii. In case if successful bidder is found in breach of any of the terms and conditions of the contract, the contract is liable to be terminated and no payment will be made.
- iii. In case of poor performance of the contractor, the contract is liable to be terminated and no payment shall be made.
- iv. The contractor shall indemnify the DFCCIL on all accounts.
- v. Regarding the imposition of penalty, the decision of the DFCCIL shall be final and binding.

**2.7 Paying Authority:**

JGM/Fin.-II/DFCCIL or his/her representative is the paying authority.

**2.8 Quantity Variation:**

Variation of +/- 10% against ordered quantity is permissible at the discretion of DFCCIL at the same rates, terms and conditions.

**2.9 GST Registration:**

Agency shall be registered under GST Act and shall furnish GST Registration Number alongwith the Quotation. Agency shall furnish GST Registration Number on the Bills while submitting them for payment.

**2.10 Security Deposit:**

The Contractor has to submit a Security Deposit (SD) equal to 5% of the Total Accepted Cost of Material as per the Letter of Acceptance for Warranty period within 3 days from the Date of Issue of Letter of Acceptance. The SD may be deposited in the form of a Demand Draft/Banker's Cheque issued by any Nationalized/Scheduled Bank in favour of DFCCIL, New Delhi, payable at New Delhi. The SD shall be refunded without interest, after 60 days of the completion of warranty period.

**2.11 Warranty:**

Warranty of Material and Workmanship is for a period of 12 months from the Date of Acceptance of Material. During this period, any defect due to material or Workmanship shall be attended free of cost by the Contractor. The Contractor shall replace such defective material free of cost within a period of one week.

**2.12** Goods shall be supplied strictly in accordance with specification and Schedule of Rates & Quantities. Proof shall be shown before starting the printing and shall be got approved by the DFCCIL.

- 2.13** Rates quoted shall be inclusive of Labour, Material, Cartage etc. but excluding GST. GST shall be paid as per applicability and based on Documentary Proof. As per GST Act, Anti Profiteering Measures shall be taken. Successful Agency shall pass Input Tax Credit to the DFCCIL and shall give Declaration within 3 days from the date of issue of Letter of Acceptance in the Format as per Annexure C.
- 2.14** DFCCIL reserves the right to modify, expand, restrict, scrap and re-invite the quotations without assigning any reason.
- 2.15** Public Procurement Policy for Micro and Small Enterprises (MSEs) is being followed. Participating MSE shall enclose with their offers the proof of their being MSE registered with any of the agencies mentioned in the notification of Ministry of MSME indicated below:
- i) District Industries Centers.
  - ii) Khadi and Village Industries Commission.
  - iii) Khadi and Village Industries Board.
  - iv) Coir Board.
  - v) National Small Industries Corporation.
  - vi) Directorate of Handicraft and Handloom.
  - vii) Any other body specified by Ministry of MSME.

The MSEs must also indicate the terminal validity date of their registration. MSEs owned by Scheduled Castes or Scheduled Tribes (SC/ST) Entrepreneurs may be indicated and proof of same may be enclosed.

As advised by Ministry of Finance, Government of India vide Office Memorandum No. F.5/4/2018-PPD Dated 28/02/2018 and forwarded by Ministry of Railways vide Letter No. 2016/PL/56/1 Dated 19/03/2018, the MSE Bidders must declare their Udyog Aadhar Memorandum (UAM) Number issued by Ministry of MSME on Central Public Procurement Portal (CPPP), in order to identify themselves as MSE Vendors, failing which they will not be able to enjoy the benefits as per Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 Dated 23.03.2012, issued by Ministry of MSME. The MSE Bidders shall enclose Documentary Proof for the same.

**2.16 Resolution of Disputes and Arbitration:**

In the event of any dispute or difference whatsoever arising under this contract or in connection therewith including any dispute relating to existing meaning and interpretation of this contract, shall be settled amicably through mutual negotiation by the parties. In case, there is no amicable settlement of disputes, the same shall be referred to the sole arbitrator as appointed by DFCCIL. The Arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act 1996. Notwithstanding any disputes between the parties, the Agency shall not be

entitled to withhold, delay or defer its obligations, under the contract, and the same shall be carried out in accordance with the terms and conditions of the contract.

**2.17 Force Majeure:**

- (a) For the purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of a party which makes agency's performance of its obligations under the contract impossible or so impractical as to be considered impossible under the circumstances.
- (b) The failure of a party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under this contract in so far as such inability arises from an event of Force Majeure, provided that the party affected by such an event(s) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this contract and has informed the other party as soon as possible about the occurrence of Force Majeure condition.

2.18 Quotation shall be valid for a period of 30 days from the date of opening.

2.19 Agency has to comply with all Statutory Requirements as applicable and shall indemnify DFCCIL completely in case of non-compliance.

2.20 DFCCIL General Conditions of Contract are applicable.

**Encl:**

- 1) Technical Specification (Annexure A)**
- 2) Schedule of Rates and Quantities (Annexure B)**
- 3) Declaration for DFCCIL (Annexure C)**

Rajesh Chopra)  
Manager/Admin./CO  
For DFCCIL  
Telephone No.:23454713  
Mobile No.: 9717636812

## Technical Specification

### 1. **Multi Leaf Wall Calendar:**

Size approximately 18 inch X 23 inch (07 leaves) & 130 gsm Glossy Art paper/4+0 Colour Printing/Wire-O bound with Metal Hanger. Layout of two months on each page having Images duly provided by DFCCIL. Each calendar to be packed in printed cover. Calendars are to be packed in a set of 10 Calendars. 10 Calendars each with printed covers are to be packed in one Carton Box.

### 2. **Single Leaf Wall Calendar:**

Size approximately 19.0 inch x 28 inch & 170 gsm Art paper/4+0 Colour Printing with tin mounting at top and bottom with thread hanger at top center. All Calendars with gloss lamination. Calendars are to be packed in suitable Carton Boxes.

### 3. **Desk Calendar:**

Size-6.5/8.5X9.5 Inches, Paper-170gsm Art Paper, Bound-Twin Wire along Double Spine Cardboard Stand with White Case Wrap on top surface, Printing -4+0 Color, having floral/other images sheets-12+1, Envelopes-110 gsm White Printing Paper, Packing-Individual. Desk Calendars shall be inserted in Sealable BOPP Poly Bags, further approx., 25 Calendars to be Packed in Master Cartons.

### 4. **DFCC Diary (Note Book):**

Size approximately 7X9 inches with around 368 (around 184 sheets) pages of white printing paper of 70 gsm. Multicolour printing on about 20 pages and balance in 1+1 colour. Hard case cover with case wrap of 4+0 color printing with lamination. Wire-o binding. Each Diary to be inserted in Four Color Printed Laminated Box of 300 gsm duplex board.

### 5. **Executive Diary with Leatherette Cover:**

**Size:** A5 (5.25 inch x 8.0 inch), **Number of Leaves:** Around 188 Leaves (368 Text Pages + 8 Separator Pages), **Colour:** Around 352 Pages in 1+1 Colour + 16 Pages in 4+4 Colour + 8 Page Separators in 4+4 Colour, **Pages:** Inside Pages of 70 gsm Maplitho, **Separators:** 170 gsm Art Paper, **End Leaves:** 120 SSP, Fabrication: Hard Case Leatherette Binding.

### 6. Wherever, DFCCIL Photographs/Images are to be used, the same shall be provided by the DFCCIL.

### 7. Successful Bidder shall submit the sample of each Item for DFCCIL's approval before commencing the printing. Successful Bidder shall take DFCCIL's approval for Design, Colours, Images etc. for each Item.

**Schedule of Rates and Quantities**

| <b>S. No.</b> | <b>Item Description</b>  | <b>Unit</b> | <b>Quantity</b> | <b>Estimated Unit Rate Excluding GST in Rs.</b> | <b>Total Estimated Cost Excluding GST in Rs.</b> |
|---------------|--|-------------|-----------------|---|--|
| 1             | <b>Multi-Leaf Wall Calendar:</b><br>Size approximately 18X23 inches (07 leaves) & 130 gsm Glossy Art Paper/4+0 Colour Printing/Wire-0 bound with Metal Hanger. Layout of two months on each page. Each Calendar to be packed in Printed Cover. Calendars are to be packed in a set of 10 Calendars. 10 Calendars Each with Printed Covers are to be packed in Carton Box.  | Nos.        | 5000            | 124.49/-  | 6,22,450/-                                       |
| 2             | <b>Single Leaf Wall Calendar:</b><br>Size approximately 19 inch x 28 inch & 170 gsm Art Paper/4+0 Colour Printing with tin mounting at top and bottom with Thread Hanger at top center. All Calendars with gloss lamination. Calendars are to be packed in suitable Carton Boxes.  | Nos.        | 1000            | 54. 18/-  | 54,180/-   |
| 3             | <b>Desk Calendar:-</b><br>Size-6.5/8.5X9.5 Inch, Paper-170 gsm Art Paper, Bound-Twin Wire along Double Spine Cardboard Stand with White Case Wrap on top surface, Printing-4+0 Color, having Floral/Other Images sheets-12+1, Envelopes- 110 gsm White Printing Paper, Packing-Individual. Desk Calendars shall be inserted in Sealable BOPP Poly Bags, further approx., 25 Desk Calendars to be packed in Master Cartons. | Nos.        | 700             | 142.10/-  | 99,470/-   |
| 4             | <b>DFCC Diary (Note Book):</b><br>Size approximately 7X9"inch with around 368 (around 184 sheets) pages of White Printing Paper of 70 gsm. Multicolor Printing on about 20 pages and balance in 1+1 Colour. Hard case cover with case wrap of 4+0 color printing with lamination. Wire-o binding. Each diary to be inserted in four color printed laminated box of 300 gsm Duplex Board.                                   | Nos.        | 5000            | 128.16/-  | 6,40,800/-                                       |



|   |   |      |      |     |                        |
|---|---|------|------|-----|------------------------|
| 5   | <b>Executive Diary with Leatherette Cover:</b><br><b>Size:</b> A5 (5.25''X8''),<br><b>No. of Leaves:</b> 188 Leaves (368 Text Pages + 8 Separator Pages),<br><b>Colour:</b> 352 pages in (1+1 Color) + 16-Pages in (4+4 Color) +8-Page Separators in (4+4 Color),<br><b>Paper:</b> Inside Pages 70 gsm Maplitho,<br><b>Separators:</b> 170 gsm Art Paper ,<br><b>End Leaves:</b> 120 SSP,<br><b>Fabrication:</b> Hard Case Leatherette Binding. | Nos. | 1000 | 390 | 3,90,000               |
| <b>Total Estimated Cost Excluding GST in Rs.</b>  |   |      |      |     | <b>Rs. 18,06,900/-</b> |
| <b>Single Percentage (Above/At par/Below) of the Total Estimated Cost Excluding GST</b>                               |   |      |      |     | <b>_____%</b>          |
| Note: The percentage quoted by the Bidder shall be equally applicable on total cost as well as on rates of each item. |   |      |      |     |                        |

**NOTE:**

1. Agency is required to quote their rates Online in the given format of Excel Sheet on website [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) in terms of **Single Percentage Above/At Par/Below of the Total Estimated Cost Excluding GST**. Only Rates quoted Online shall be considered for Evaluation.

**Declaration for DFCCIL**

This is to confirm that I, \_\_\_\_\_ (name of concerned person of vendor), \_\_\_\_\_ (designation of this person) at \_\_\_\_\_ (name of the agency), have passed the benefit of input tax credit available on the \_\_\_\_\_ (goods/services) having HSN \_\_\_\_\_ supplied to the Dedicated Freight Corridor Corporation of India Limited after introduction of Goods and Services Tax w.e.f. 1<sup>st</sup> July, 2017.

Further, it is to confirm also that in case \_\_\_\_\_ (name of the agency) will receive any further benefit in future after 1<sup>st</sup> July, 2017 by way of availing input tax credits which were not allowed to be availed before 1<sup>st</sup> July, 2017 or reduction in tax rates or in any other manner which results in reduction of cost of the \_\_\_\_\_ goods/services supplied to the Dedicated Freight Corridor Corporation of India Limited, than we will pass that benefit to the Dedicated Freight Corridor Corporation of India Limited also.

Signature of the Person \_\_\_\_\_

Name of the Person \_\_\_\_\_

Designation \_\_\_\_\_

Name of the Agency \_\_\_\_\_

\_\_\_\_\_ End of Quotation Document \_\_\_\_\_