

## Bid Corrigendum

GEM/2024/B/4476014-C3

Following terms and conditions supersede all existing "Buyer added Bid Specific Terms and conditions" given in the bid document or any previous corrigendum. Prospective bidders are advised to bid as per following Terms and Conditions:

### Buyer Added Bid Specific Additional Terms and Conditions

1. Bidders can also submit the EMD with Account Payee Demand Draft in favour of Security Printing and Minting Corporation of India Limited payable at New Delhi.  
Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
2. Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date
3. Bidders can also submit the EMD with Banker's Cheque in favour of Security Printing and Minting Corporation of India Limited payable at New Delhi.  
Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
4. **Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
5. Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name Security Printing and Minting Corporation of India Limited  
Account No.  
201000866753  
IFSC Code  
INDB0000005  
Bank Name  
IndusInd Bank  
Branch address  
Dr. Gopal Das Bhawan 28 Barakhamba Road New Delhi 110001  
Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.
6. Buyer Added text based ATC clauses

### Scope of Work/Technical Specifications

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**(A) Designing, Typesetting, Printing and Binding of Procurement Manual**

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Designing, Typesetting, Printing and Binding of:

- SPMCIL Procurement Manual for Goods (along with Standard Bidding Document (SBD)) - Approx. 600\* Pages,
- SPMCIL Procurement Manual for Works (along with SBD) – Approx. 400\* Pages,
- SPMCIL Procurement Manual for Consultancy & Other Services (along with SBD) Approx. - 400\* Pages.

*\*the number of pages mentioned above are indicative in nature, there is a possibility of reduction/increase in number of pages to an extent of 25% of the above mentioned number (in totality), The rates quoted by the firm will be considered as quoted for 1400 Pages (including cover pages for all three manuals). However, payment will be made as per actuals; the prices will be proportionally increased /reduced in case of increase/reduction of number of pages viz. estimated pages mentioned above.*

Specifications are as under:

Sr. No.	Particular	Description
1.	Job	Designing, Typesetting, Printing and Binding of SPMCIL Procurement Manuals of SPMCIL, New Delhi
2.	Size	11.60" × 8.25" ( L × B ) (Finished Size)
3.	Quantity	a. 110 copies of each manual as mentioned above (in English) b. 01 Softcopy in PDF Format and 01 Softcopy in Microsoft Word Document (.docx) Format
Other Details		
I.	Number of pages	a. Cover : 6* pages b. Inside Pages : 1394* pages
II.	Paper	a. Cover: 240 GSM Natural Evolution White ( With color combination as per SPMCIL's requirement) b. Inner Pages: 80 GSM Maplitho (High Quality paper)
III.	Printing	a. Cover: Neutral Aqueous Coating b. Inside Pages: 1394* Pages ( in Black Ink)
IV.	Designing	a. The layout and design of the SPMCIL Procurement Manuals should be as per latest trends in the industry to support readers' understanding of the info

		<p>rmation</p> <ol style="list-style-type: none"> <li>b. Design and theme to flow in the inside pages.</li> <li>c. Placement of text, pictures, charts etc. at the appropriate places in outer and inside pages</li> <li>d. Image finishing to be done appropriately</li> <li>e. Designing of Separators before each section, if any.</li> </ol>
V.	Lamination	Neutral Aqueous Coating on Outer Covers.
VI.	Binding	<p>Perfect Binding with Stitching.</p> <p>Note: Excellent quality of glue &amp; proper online gluing during binding to be ensured to set pages in position and all appropriate measures to be taken in binding so that the pages do not come out even after using the Manuals thousands of times on a regular basis. The binding should be done carefully and there should not be a single book with short/extra/misplaced pages.</p>
VII.	Material for Manuals	The successful bidder would be provided text material in English and photographs (MS Word/Power Point/ PDF, JPG format) through digital means.
VIII.	Work Schedule	<p>The contract period is for 45 Days including all scope of work defined in the contract which is as follows:</p> <ol style="list-style-type: none"> <li>a. Designing, type setting and submission of proof material: within 15 days of provisioning of the material by SPMCIL.</li> <li>b. Subsequent proofs of corrected draft, if any, should be submitted within 7 days from the date of providing corrected document.</li> <li>c. The final Draft/Dummy with binding should be submitted within 8 days from the date of providing corrected draft.</li> <li>d. Printing, binding and delivery of Manuals within 15 days of communicating the approval.</li> <li>e. The representative of selected firm will have to come to SPMCIL Corporate Office to collect the material as and when required immediately. A professional designer of the selected firm shall also be re</li> </ol>

		quired to visit SPMCIL as and when required immediately till the completion of work. No charges shall be paid towards their travel, conveyance and other expenses etc.
IX.	Proofing	<ul style="list-style-type: none"> <li>a. First Proof in normal print spiral bound form</li> <li>b. Second Proof with Covers Colour with perfect binding.</li> <li>c. Final Draft in Colour with perfect binding.</li> </ul>
X.	Soft Copy of Manuals	Soft copy of the final report [in PDF and MS Word format] is to be provided without any extra cost along with the printed reports to SPMCIL.
XI.	Price	FOR, SPMCIL, New Delhi

Note: The bidder should extend full support to SPMCIL and its representatives for timely completion of work and give utmost priority to the work.

**(B) Designing, Typesetting, Printing and Binding of Annual Report**

Sr. No.	Particular	Description
1.	Job	Designing, Typesetting, Printing and Binding of the 19 <sup>th</sup> Annual Report (Bilingual) of SPMCIL, New Delhi for the year 2023-24.
2.	Size	8.25" x 10.75" (Finished Size)
3.	Quantity	<ul style="list-style-type: none"> <li>a. 100* copies (Bilingual)</li> <li>b. 100* copies in English</li> <li>c. 25* copies of Digital Print (English) with perfect binding as per specification given below.</li> <li>d. 1 Softcopy in PDF Format and 1 Soft Copy in MS Word (.docx) Format.</li> </ul>
(A) Total pages in 100 copies of Bilingual Annual Report		
I.	Number of pages	<ul style="list-style-type: none"> <li>a. Cover : 4 pages</li> <li>b. Inside Pages : 664 pages</li> </ul>
II.	Paper	<ul style="list-style-type: none"> <li>a. Cover: 240 GSM Gruppo Natural Evolution white</li> <li>b. Inner Pages:</li> </ul>

			<ul style="list-style-type: none"> <li>· <i>Section of 4 colour pages</i> - 90 GSM Matt finish white Indian Art Paper (Bilt or equivalent quality) : <b>332 pages</b></li> <li>· <i>Section of 2 colour pages</i> - 70 GSM High Bright White Maplitho paper (JK/TA/Star or equivalent quality) : <b>332 pages</b></li> </ul>
III.	Printing	a.	Cover: 4 pages 4 colour with Neutral Aqueous Coating on outer and inner covers.
		b.	Inside Pages: <ul style="list-style-type: none"> <li>· Section of 4 colour pages : 332 pages</li> <li>· Section of 2 colour pages : 332 pages</li> </ul>
(B) Total pages in 100 copies each in English			
I.	Number of pages	a.	Cover : 4 pages
		b.	Inside Pages : 332 pages
II.	Paper	a.	Cover: 240 GSM Gruppo Natural Evolution white: 4 pages
		b.	Inner Pages: <ul style="list-style-type: none"> <li>· <i>Section of 4 colour pages</i> - 90 GSM Matt finish white Indian Art Paper (Bilt or equivalent quality) : <b>166 pages</b></li> <li>· <i>Section of 2 colour pages</i> - 70 GSM High Bright White Maplitho paper (JK/TA/Star or equivalent quality) : <b>166 pages</b></li> </ul>
III.	Printing	a.	Cover: 4 pages 4 colour with Neutral Aqueous Coating on outer and inner covers.
		b.	Inside Pages: <ul style="list-style-type: none"> <li>· Section of 4 colour pages : 166 pages</li> <li>· Section of 2 colour pages : 166 pages</li> </ul>
4.	Designing	a.	The layout and design of the Annual Report should be as per latest trends in the industry to support readers' understanding of the information within the report.
		b.	Design and theme to flow in the inside pages.

		<ul style="list-style-type: none"> <li>c. Placement of text, pictures, charts etc. at the appropriate places in outer and inside pages.</li> <li>d. Image finishing to be done appropriately.</li> <li>e. Designing of separators before each section, if any.</li> </ul>
5.	Lamination	Neutral Aqueous Coating on Outer and Inner Covers.
6.	Ultra Violet Effect	Using Ultraviolet Light to Make Natural Fluorescence on the cover page and a few selected Photos
7.	Binding	<p>Perfect Binding with Stitching.</p> <p>Note: Excellent quality of glue &amp; proper online gluing during binding to be ensured to set pages in position and all appropriate measures to be taken in binding so that the pages do not come out even after using the Manuals thousands of times on a regular basis. The binding should be done carefully and there should not be a single book with short/extra/misplaced pages.</p>
8.	Material for Annual Report	The successful bidder would be provided text material in English & Hindi and photographs (Word/Power Point/PDF, JPG format) through digital/online means.
9.	Work Schedule	<ul style="list-style-type: none"> <li>a. Designing, typesetting and submission of proof material: within 7 days of providing the material.</li> <li>b. Subsequent proofs of corrected draft, if any, should be submitted within 5 days from the date of providing corrected document in color.</li> <li>c. The final Draft/Dummy in colour with binding should be submitted within 5 days from the date of providing corrected draft.</li> <li>d. Printing, binding and delivery of Annual Report: within 5 days of communicating the approval.</li> <li>e. The representative of selected firm will have to come to SPMCIL Corporate Office to collect the material as and when required immediately. A professional designer of the selected firm shall also be required to visit SPMCIL as and when required immediately till the completion of work. No charges shall be paid towards their travel, conveyance and other</li> </ul>

		r expenses etc.
10.	Proofing	<ul style="list-style-type: none"> <li>· First Proof in normal print.</li> <li>· Second Proof in Colour.</li> <li>· Third Proof in Colour with perfect binding.</li> <li>· Final Draft in Colour with perfect binding.</li> </ul>
11.	Soft Copy of Annual Report	Soft copy of the final report [in PDF and MS Word format] is to be provided without any extra cost along with the printed reports to SPMCIL.
12.	Price	FOR, SPMCIL, New Delhi

*\*The number of pages mentioned above are indicative in nature , there is a possibility of reduction / increase in number of pages to an extent of 25% of the above mentioned number (in totality), The rates quoted by the firm will considered as quoted for estimated number of Pages (including cover pages). However payment will be made as per actuals, the prices will be proportionally increased/reduced in case of increase/reduction of number of pages viz. a viz. estimated pages mentioned above.*

**(C) Designing, Typesetting, Printing and Binding of Official Language magazine**

Specifications of magazine are as follows:

- Colour Magazine
- Size 8.25" X 11"
- No. of pages 44 & 4 page Tittle Cover
- Inner pages 130 gsm
- Title cover 300 gsm
- Gloss lamination
- Center pin binding
- Delivery Period : 7 days from finalization of printing matter

No. of copies of Magazine Required: 100

**(D) Designing, Typesetting, Printing and Binding of Satarktavani Magazine**

Specifications of magazine are as follows:

- Type of Magazine : Colour
- Size: 8.25" X 11" size
- No. of pages ( inner ): 75± 25%
- No. of pages ( Title Cover): 4
- Inner pages gsm: 130 GSM art paper
- Title cover gsm: 240 GSM
- Lamination type: Gloss lamination

- Binding type: Central pin binding
- No. of Copies of Magazine required : 20
- Delivery Period : 5 days from finalization of printing matter

**QUALIFICATION / ELIGIBILITY CRITERIA:**

The following are the eligibility criteria for selection of agency. The criteria w.r.t. experience, past performance, financials mentioned at other places of this tender would be superseded by following criteria;

- (i) **Experience & Past Performance:** The bidder should have printed and supplied at least 40% of tendered requirement to reputed Organizations during in any one of last 5 years ending on 31.03.2023.
- (ii) **Capability:** The bidder must have an annual capacity of printing at least 40% of tendered requirement. The printing facility of the Bidder firm should be located in Delhi/NCR with in-house facilities including designing, printing, dispatch etc. to execute the job. The bidder should submit self-certified address proof of printing facility, adequate for executing the entire job of printing and dispatch of magazine.

**(iii) Financial Standing:**

i) Average annual turnover of the bidder should not be less than Rs.5 lakhs during last three years as per the annual report (audited balance sheet and profit & loss account) of the relevant period duly authenticated by a Chartered accountant/Cost Accountant as on 31.03.2023.

ii) Bidder Firm should not have suffered any financial loss for more than one year during last three years as on 31.03.2023.

iii) The net worth of the firm should not be negative as on 31.03.2023 and should not have eroded by more than 30% in the last three years as on 31.03.2023.

ii) Submit all the documents as claimed above with self-certification in the bids.

**Other Terms & Conditions:**

**1. Contract Period:**

Period of contract shall be one year from the date of issue of contract (however item wise timeline shall be applicable from the date of submission of item wise requirement from SPMCIL)



## 2. Estimated Price ( for full scope of work ) :

<b>1. Procurement Manuals</b>	<b>Rs 4,42,854/-</b>
<b>2. Account Manual</b>	<b>Rs 7,18,255/-</b>
<b>3. Vigilance Magazine</b>	<b>Rs 25,000/-</b>
<b>4. Official Language Magazine</b>	<b>Rs 60,000/-</b>
<b>Total</b>	<b>Rs. 12,46,109/-</b>

## 3. Payment Terms

Payment shall be made after successful supply and final acceptance of items by concerned authority on production of all required documents by the supplier. The payment shall be made item wise (as per the price bifurcation provided by the firm).

## 4. Liquidated Damage (LD)

This clause supersede the penalty clause mentioned in SLA. The basis of LD would be work schedule mentioned in Scope of Work and based on cost of each type of item;

If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame incorporated in the contract, SPMCIL shall, without prejudice to other rights and remedies available to SPMCIL under the contract, deduct from contract price, as liquidated damages, a sum equivalent to the 0.5% of the delivered price of the delayed goods and/or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed goods or services contract price(s).

5. The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

6. EMD@2% of estimated cost and SD@10% of contracted value.

7. Security Deposit shall be refunded after completion of supplies and final acceptance of last item.

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## **Instructions for quoting the rates in Financial/Price bid**

1. The firm has to provide bifurcation of prices for each item mentioned above (i.e. separate charges for items mentioned in A, B, C and D above) **as per price bid format**. Charges for designing and printing shall also be separately mentioned in the bifurcation.

2. The proportional payment ( in case of increase/decrease in number of pages for printing ) will be done by increasing/ reducing prices for printing charges only and designing charges shall remain fixed per item.

7. Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of Security Printing and Minting Corporation of India Limited payable at New Delhi  
. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.
8. Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of Security Printing and Minting Corporation of India Limited A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.
9. Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name Security Printing and Minting Corporation of India Limited  
Account No.  
201000866753  
IFSC Code  
INDB0000005  
Bank Name  
IndusInd Bank  
Branch address  
Dr. Gopal Das Bhawan 28 Barakhamba Road New Delhi 110001  
. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export

experience.

11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

\*This document shall overwrite all previous versions of Bid Specific Additional Terms and Conditions.

[This Bid is also governed by the General Terms and Conditions](#)