



NATIONAL ACADEMY OF MUSIC, DANCE AND DRAMA
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NOTICE INVITING E-TENDER

Tender Reference No: Admn/2-34/2021-22

Tender ID: 2022_SNA_673304_1

Dated: 25.02.2022

Sangeet Natak Akademi invites online bids in two bids system i.e. Technical and Financial on behalf of the Secretary, **Sangeet Natak Akademi** for Empanelment of Offset Printers for Printing of SNA Publications and Miscellaneous jobs with paper.

Nature of Work	Empanelment of Offset Printers for Printing of SNA Publications and Miscellaneous jobs with paper.
Estimated Cost	Rs. 5000000/- per year (Fifty Lakh Rupees only).
Period of Contract	03 years (36 months)
Earnest Money Deposit (EMD to be submitted through NEFT/RTGS only as per following details: Account No.:18250100002777 IFSC Code : UCBA0001825 Name of Bank : UCO Bank (Address of the Bank : 35 Feroze Shah Road, New Delhi-110001	Rs. 2,00,000/- (Two Lakh Rupees only).
Date of Publishing e-tender	25.02.2022 (14:30 Hrs)
Clarification Start Date and Time	25.02.2022 (14:30 Hrs)
Clarification End Date and Time	11.03.2022 (16:30 Hrs) No queries shall be entertained after clarification end date and time.
Starting Date & Time of Uploading of Bids	12.02.2022 (16:30 Hrs)
Last Date and Time of uploading of Bids	17.03.2022 (16:30 Hrs)
Date and Time of short listing of Technical Bid	23.03.2022 (11:00 Hrs)
NOTE : IF THERE IS DIFFERENCE IN DATE AND TIME MENTIONED ABOVE AND MENTIONED ANYWHERE IN TENDER DOCUMENT, THE ABOVE DATES SHOULD BE TREATED AS FINAL.	

Interested parties may view and download the tender document containing the detailed terms & conditions, free of cost from the website <https://eprocure.gov.in/eprocure/app>

MANUAL/PHYSICAL BIDS SHALL NOT BE ACCEPTED

Bidders should regularly visit the website to keep themselves updated.

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
 - 2) While submitting the bids online, the bidders shall read the terms and conditions (of CPP portal) and accept the same in order to proceed further to submit their bid.
 - 3) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
 - 4) Bidders shall submit EMD in the form of RTGS/NEFT through Bank Account No. given in the Tender Document.
 - 5) Bidder should submit the EMD as per the instructions specified in tender document. The RTGS/NEFT details of the payment made, should tally with the data entered during bid submission time. The uploaded bid without RTGS/NEFT details will be rejected.
 - 6) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard XLS format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download Schedule of Printing Rates (Annexure –B to E) and Rates for Paper and Cards (Annexure-F) in XLS format and save it without changing the name of the files. Bidders shall quote their rate in figures in appropriate cells and other details (such as name of the bidder), thereafter save and upload the file without changing the file name in **financial cover (price bid) only**. No other cells should be changed. If the XLS file is found to be modified by the bidder, **the bid will be rejected.**
- The bidders are cautioned that uploading of financial bids elsewhere i.e., other than financial cover will result in rejection of the tender.**
- 7) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
 - 8) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time. (as per Server System Clock).

The TIA will not be held responsible for any sort of delay or the

difficulties faced during the submission of bids online by the bidders at the eleventh hour.

- 9) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 10) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 11) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid short listing meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the **Publication Department** through e-mail: publication@sangeetnatak.gov.in
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk No. 0120-4001005



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**Enlistment of Printers for Offset Printing SNA Publications and
Miscellaneous jobs with Paper**

NOTE

- 1. Please read and note each and every term and condition carefully before filling up of the Tender Documents.**
- 2. Bidders must upload Technical and Financial Bid in the respective covers as provided in CPP portal.**

e-TENDER: TERMS AND CONDITIONS

Sangeet Natak Akademi (SNA), an autonomous organization under the Ministry of Culture, Government of India intends to enlist offset printers having professional and latest facilities of Pre-press, Printing, Post-press, situated in Delhi and NCR for the printing of SNA publication and miscellaneous jobs with paper within the given time schedule with good quality. Printers are supposed to print and supply the books and other jobs within a period of 30 to 45 days from the date of assignment of job. Certain jobs are required to be printed on priority basis working round the clock. The enlisted printers shall be assigned the job of printing of books and miscellaneous work. The requisite quantity/quality of paper to be used for printing of text, cover and illustrations are to be arranged by the printers as per the specifications prescribed by SNA.

SCOPE OF WORK

1. SNA publishes books and journals in English, Hindi and other regional languages. The books are printed in size 26"x34"/16 (6"x8"), 23"x36"/16 (5½"x 8½"), 23"x36"/8 (8½"x11"), 20"x30"/8 (7¼"x9½"), 20"x30"/16 (4¾"x7") and 20"x26"/8 (6¼"x9½") with print run of 500, 1100, 2100, 3100 and 5100 copies. The Print run of the books against orders may vary from order to order and could be between 500 copies to 10,100 copies or more. Generally, paper of size 20"x30"/130 GSM matt/gloss art paper, 23"x36"/130 GSM matt/gloss art paper, 23"x36"/70,80,90,110,120 GSM Maplitho, 20"x30"/70,80,90,110,120 GSM Maplitho, 26"x34"/80, 90,110,120 GSM Maplitho and 20"x26"/80,90,110 GSM Maplitho are used for the printing of text of books. Matt/gloss art Card of 300 and 300 GSM are used for the printing of covers of books. However, Size, GSM and quality of paper may vary depending on the requirement of the job. Other than books, Catalogues, Bulletins, Folder, Invitation card, Booklet and many other miscellaneous jobs are printed in connection with the various activities of the SNA and required paper shall be arranged by the printers.

2. The printers are expected to complete the jobs of printing of books and miscellaneous jobs with good quality strictly within the given time schedule. The printed books etc. shall be supplied with proper packing at SNA office, New Delhi as and when required. The Printers shall use good quality paper and card, which are free from specks, blemishes with proper brightness, opacity and smoothness.

3. The panel of printers shall be valid for the period of 3 years from the date of approval of panel by the Secretary, SNA, extendable for additional one year with the mutual consent of SNA and the enlisted Printers. **The approved printing rates shall be valid for a period of 3 years and approved paper rates shall be valid for a period of 1 year.**

4. Certain jobs are required to be printed on priority basis working round the clock. Appropriate penalties and costs as mentioned in the agreement form shall be recovered from the printers, in case of failure to meet the quality as well as deadline specified by SNA. The conditions stated in the agreement form shall be strictly adhered to by the enlisted printers.

5. Payment to the printers shall be released within a period of 30-90 days from the date of receipt of proper pre-receipted bill in duplicate complete in all respect along with the signed delivery challans and other supporting documents as demanded by SNA. No advance either for printing or paper would be paid to the printers for printing of books and miscellaneous jobs. The requisite quantity/quality of paper required for printing are to be arranged by the printer and under no circumstance the period of delivery shall be extended for want to requisite quantity / quality of paper.

6. Advance copies shall be submitted to SNA for approval before binding and supply of bulk stocks at SNA godown. In case of any error or defects noticed in the finished books, the necessary rectification shall be carried out by the printers at their own cost. The bulk stock received from the printers shall be verified randomly by the concerned Publication Officer and staff of the warehouse. If any shortcoming is found, SNA will decide whether to accept the stock after imposing penalty or to reject the whole stock. In case of rejection, the complete stock should be reprinted by the printer at their own cost and the decision of SNA in this regard shall be final and binding on the printer.

7. **ELIGIBILITY CRITERIA**

- A. Copy of PAN number issued by the Income-tax department. (submit copy)
- B. Copy of GSTIN (submit copy).
- C. The press should be registered with the local Municipal Body/Police Commissioner, etc. (submit copy of supporting document).
- D. **The printer should have average annual turnover of at least Rs. 5000000.00 (Rs. Fifty lakh) during the last three financial year (copy of balance sheet may be provided).**
- E. The printer should fulfill the following essential minimum criteria of machinery (from S.no. 1 to 14):

S.No.	Machines/equipment	Minimum Size	Number
	ESSENTIAL CRITERIA		
1	Computers (DTP System)		2
2	Scanner (minimum A3 size)		1
3	Computer to Plate (CTP)		1
4	Colour printer or any other proofing machine		1
5	Sheet-fed Offset Printing machines		
	4 - colour (Year 2000 or latest)	23X36 or bigger	1
	1 or 2 colour	23X36 or bigger	1
6	Digital Printing Machine		1
7	Folding machine		1
8	Section Sewing machine		1
9	Perfect Binding machine		1
10	Case making machine		1
11	Paper cutting machine		1
12	Thermal lamination machine		1
13	Shrink packing machine		1
14	Generator		
	(Optional)		
A	Image setter		
B	3-Knife trimmer machine		
C	Gathering machine		
D	Flow Line machine with facility of gathering, stitching and 3 side trimmer		
E	Hard case line machine		

8. The applicant printers are invited to provide the detail of establishment, printing machines, equipments and manpower in the prescribed application form (Annexure- A) which may be downloaded for providing the required details. The tender form and other documents, if any, may be filled in English or Hindi and all entries must be typed and clearly readable.

9. The bidders are supposed to upload the tender form in two parts with in the specified date and time.

Cover 1—Technical Bid

Cover 2—Financial Bid

Cover 1-Technical Bid shall be uploaded with scanned/pdf copy of following documents as informed for in the Technical Bid Form as per Annexure-A.

- i) Tender: Terms and conditions: each and every page signed by the Printer along with the supporting documents i.e. copy of PAN, GSTIN, Press registration certificate and Balance sheet.
- ii) Application Form (Annexure–A) duly filled-in along with the supporting documents.
- iii) Acknowledgement/Reference in respect of payment details (RTGS or NEFT) of EMD to SNA Account No. provided in the Terms and Conditions documents (Refer page 1).

Cover 2—Financial Bid shall be uploaded as per the XLS format provided along with tender documents (in financial bid cover) in the CPP portal. The Financial Bid shall consist of following: (two xls work-sheets in one file)

- i) schedule of rates for offset printing. (Annexure-B) duly filled in.
- ii) schedule of rates for Digital printing. (Annexure-C) duly filled in
- iii) schedule of rates for Screen printing.(Annexure-D) duly filled in
- iv) schedule of rates for Flex printing.(Annexure-E) duly filled in
- v) schedule of rates for paper (Annexure-F) duly filled in.

10. Publication Section Committee (PSC) comprising internal members of SNA and outside technical experts preferably from sister concern shall open the technical bids received, in the presence of the printers or their representatives, who choose to attend the opening of the Technical Bids on the given date and time. No separate communication / intimation shall be given in this regard. Any shortcoming noticed in the Technical Bids shall be informed to the concerned printers on the spot. However, complete list of shortcomings shall be prepared after the complete screening/examining the Tender documents submitted by the printers. PSC will examine and evaluate each application to ensure that the printer:

- i) qualify the minimum criteria laid down in respect of the machinery and equipment;
- ii) signs each and every page of the terms and conditions;
- iii) signs each and every page of the application form (Annexure – A);
- iv) Payment details (RTGS or NEFT) of EMD of **Rs. 200000/-** (Rs. Two Lakh only) **(Refundable)** to SNA Account No. provided in the Terms and Conditions documents (Refer page 1).
- v) attaches all documentary evidence **in support of the information submitted.**

11. On the basis of evaluation, a tentative list of those printers who fulfil the requirements as mentioned in the tender shall be prepared. A Publication Section committee will inspect the printing units to verify, if the machines are in working conditions and will also verify the other details mentioned in the application form. Thereafter, a list of printers qualified in the technical bid shall be finalized and shall be finally thoroughly examined by the PSC.

12. The financial bids of those printers shall be considered and opened, who qualify in the technical bid. The financial bids will be opened at specified time and date in the presence of the printers or their authorized representatives, who may wish to attend. The printers who qualify in the technical bids shall be informed about the date and time of opening of financial bids.

13. PSC will prepare a comparative chart of the rates of paper, printing and related work offered by the printers. PSC will examine and finalize the rates for various items based on the comparative chart of rates quoted by the printers and the rates prevalent in the paper and printing industry. PSC will finalize the justified and realistic rates of Printing & Binding and papers, keeping in mind the required number of printers, who could take the workload of printing jobs and complete them within the given deadline as per the standard of SNA. These L1 rates shall be offered to the all the printers who qualify in the financial bid for their acceptance and these rates shall be allowed to the enlisted printers for the printing of books and other miscellaneous jobs.

14. The number of printers required for enlistment shall be as per the discretion of SNA.

15. SNA shall offer the printing/binding and paper rates to the printers qualified in the financial bids and seek unconditional acceptance on them. SNA will not consider any conditional acceptance. The format of the letter seeking acceptance is at Annexure – G. **The EMD submitted by those printers shall be forfeited, who do not accept the rates offered by SNA.**

16. The printers accepting the rates offered by SNA shall convey their acceptance which shall be in the format given at Annexure–E along with the following documents.

- i) **Security Deposit** (through RTGS/NEFT) of **Rs. 100000** (Rs. One lakh only) to SNA Account No. provided in the Terms and Conditions documents (Refer page 1). The security deposit shall remain with SNA till the printer remains enlisted on the panel of printers. No interest shall be payable to any printers for the Security Deposit.
- ii) Two copies of the contract agreement (Annexure – I) duly signed and witnessed.

17. On receipt of the contract agreement, the authorized officer of SNA will sign both the copies of the contract agreement. One copy of the agreement will be issued to the enlisted printer. The Earnest money of **Rs. 200000/-** (Rs. Two lakh only) received from the printers at the time of submitting the Tender, shall be returned to the printers without any interest.

18. Only printers who submit the security deposit and sign the contract agreement will be placed on the panel of offset printers.

19. The following sizes of paper for text and cover shall be used for the SNA publications and cost of paper shall be allowed on the basis of these sizes only. Hence, the printers are supposed to procure the paper in the given sizes well in advance, in consultation with SNA, so that the printing of books shall be executed on time. SNA shall not allow extra charges on paper cost, if printer use bigger size paper than what is specified.

S.No.	Sizes of Publication	Text (sizes)	Cover (sizes)
1	20"X30"/8 pages [7 ¼" X 9 ½"/ 7"X 9 ½"]	20"X30"	22"X31"/ 4 covers
2	20"X30"/16 pages [4 ¾" X 7"]	20"X30"	22"X31"/ 8 covers
3	23"X36"/8 pages [8½" X 11"]	23"X36"	22"X28"/ 2 covers (for section sewing books) 26"X36"/ 4 covers (for center stich books)
4	23"X36"/16 pages [5 ½"X 8 ½"]	23"X36"	22"X28"/ 4 covers (for section sewing books) 26"X36"/ 8 covers (for center stich books)
5	26"X34"/16 pages [6"X8"]	26"X34"	26"X36"/ 8 covers
6	20"X26"/8 pages [6 ¼"X9 ½"]	20"X26"	22"X31"/ 4 covers

*For any other size of books apart from the sizes mention above, the cost of paper shall be allowed taking the size of paper and card with minimum wastage.

20. Printers shall ensure to use good quality Indian paper and card free from specks, blemishes with proper brightness, opacity and smoothness etc. Wastage allowance on actual consumption of paper for printing shall be allowed as under:

Range of Print Run	% of wastage (per colour)
1000 – 2000 copies	4%
3000 – 4000 copies	3%
5000 – 9000 copies	2%
10,000 copies and above	1%

21. Printers shall submit a paper consumption certificate along with the bill in the given format. The paper consumption statement shall be signed and stamped by the printer certifying the quality and quantity of paper and card used for the printing of book. SNA shall go for the paper testing of GSM of paper varieties used from a government laboratory for the 10% of total number of titles printed by each printer. In case of delay in completion of any assigned job, a penalty of 5% on printer's bill shall be applicable for every 15 days beyond the deadline. The decision of SNA shall be final and binding.

22. For all printing jobs, approved schedule of rates for printing and approved schedule of rates for paper shall be applicable. No hike in the rates shall be entertained. If the work order includes any items not provided in the schedule of rates, payment shall be allowed on reasonable basis at the rates decided by SNA.

23. The assignment of printing work shall be made by SNA purely on the basis of the overall performance of the printers, in terms of quality and the deadline of the books assigned. In case of any delay or poor quality of printing noticed by SNA on the part of the enlisted printers, SNA shall reduce the quantum of work to such printers as per its own discretion.

24. SNA may discontinue the panel of printers or may remove any printer from the panel after giving one month's notice at any point of time. Any printer may withdraw their name from the panel after giving one month's notice at any time provided there is no pending job.

25. The tender form and other documents, if any, may be filled in English or Hindi and all entries must be typed and clearly readable.

26. Incomplete, ambiguous and conditional tender and tenders not uploaded in the prescribed format of the CPP portal shall not be considered. The financial bid which is not uploaded as per the format provided in the CPP portal shall not be considered. The decision of SNA shall be final and binding.

27. Canvassing in any form shall be a disqualification and SNA reserves the right to reject the tender of such printers.

28. **Secrecy of contract document**

- a. The Printer shall not, without the prior written consent of SNA, disclose the contents of the Tender, or any provision thereof or any specification, data, maps, or other information furnished by or on behalf of SNA in connection therewith to any person or third party other than a person employed and duly authorized by the Printer. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary.
- b. The Printer shall not without SNA's prior written consent make use of contract document or any information relating to the contract in any manner whatsoever.

29. **Confidentiality of information**

All data obtained by Printer from SNA during and after completion of its obligations contained herein shall remain the property of SNA and treated as confidential and should not be divulged by the Printer or his employees and affiliates to any third party other than the SNA's personnel. This obligation of Printer shall prevail even after termination of contract. The Printer shall keep SNA fully indemnified in this regard.

The Printer undertakes to strictly observe all the applicable laws including the laws against fraud and corruption in force in India from time to time for instance "Prevention of Corruption Act 1988".

30. The Sangeet Natak Akademi, reserves the right to suspend, accept or reject any or all the tenders and accept the whole or any part of any tender without assigning any reason.

31. The land of the Printing Press/ Factory should be free from any encumbrances. The firm with regard to offset should have a generator for power backup in the unit.

32. Acceptance of offer will be communicated in writing by letter or by formal "Acceptance of Tender". In case, acceptance is communicated by Express Letter, formal "Acceptance of Tender" will follow in due course and in the meanwhile, the tenderer will act upon the instructions contained in the Express Letter.

Award of contract shall be within the sole discretion of SNA. SNA is not bound to award the contract on the basis of bids received. It shall be open to SNA not to accept any bid and to abandon the contract without disclosing any reason. SNA reserves the right to reject or accept whole or any part of the tender. The interest of the SNA shall be paramount. No bidder shall have any indefensible right to be awarded to a contract even if his price is the lowest. The decision of SNA on the tender contract shall be final and binding on the tenderer/contractor.

33. **Earnest Money Deposit (EMD) of unsuccessful Bidders:**

- Earnest money of the unsuccessful tenderers shall be refunded.
- No interest shall be paid on Earnest money to the unsuccessful tenderers.

34. **Security Deposit:**

- a) The Security Deposit can be forfeited by the order of the Secretary, SNA any time, on the recommendations of the Publication Section Committee **in the event of any breach or non-observance** of any of the conditions of the contract. On the expiry of the contract, such portion of the said security as may be considered by the Secretary, SNA sufficient to cover an incorrect or excess payment made on the bills of the printer, shall be retained by SNA until the final settlement is made on the account of the bills.
- b) The security deposit shall be released by SNA only after successful completion of the contract period.

SNA reserves its right to take any such actions as deem fit against the Tenderer in the case of failure on the part of the tenderer for fulfilling the contract apart from forfeiture of Security Deposits.

35. **Other Conditions:**

1. The printer shall not entrust the work or any portion thereof to any other unauthorized party.
2. No extra charges for minor corrections/alterations will be allowed.
3. CDs of books shall be the property of SNA. The printer shall return them to SNA at the time of delivery of printed books.
4. The printer shall be required to submit the complete soft copy of final document of text, cover to SNA.

36. **CHECK LIST-**

The tenderers should ensure that the following documents are uploaded in the CPP portal.

S.No	Documents/information
	TECHNICAL BID (cover 1)
1	Fulfill the minimum criteria of machinery and equipment
2	Signed each and every page of Tender: term and conditions
3	Application form duly filled in (Annexure-A)
4	Payment details (RTGS or NEFT) of EMD of Rs. 2,00,000.00 (Rs. Two lakhs only) to SNA Account No. provided in the terms and conditions (Ref.page 1).
5	Scanned copy of PAN number
6	Scanned copy of GSTIN number
7	Scanned certificate of press registration
8	Copy of Balance sheet for the last three years
	FINANCIAL BID (cover 2)
1	Schedule of rates for printing duly filled in XLS format (Annexure-B to E).
2	Schedule of rates for paper duly filled in XLS format (Annexure-F).