



SPORTS AUTHORITY OF INDIA

EXPRESSION OF INTEREST

Sports authority of India (SAI) an Autonomous Body under the Ministry of Youth Affairs & sports having its Head Office at Jawaharlal Nehru stadium (EAST GATE), Lodi road, New Delhi, invites the expression of interest from the reputed printing firms for Empanelment to undertake various printing work carried out by SAI from time to time The panel would be valid for the financial years 2013-2014 and may be extended for further period of one year if found necessary. The nature of job required should be of excellent designing, scanning, planning, printing etc. of publication of various descriptions, and for black & white and multi color jobs including, Reports, Posters, Pamphlets, Newsletter, Calendars, Books, Diaries, Magazines, Visiting Cards, Letter Heads, Bill Books, Banners, Glow Sign, Flex Board, Sun Board, Digital Board etc. on the basis of modern facilities for international standards available capabilities and with track record of applicant organizations.

The last date for submission of tender document is on and before 14.10.2013 till 2.00 PM in the office of Asstt. Director (GAD-II)/Central Store) Ramp No. 3, East Gate, Jawaharlal Nehru Stadium, Lodhi Road, New Delhi 110 003. Tender Document can also be down loaded from the website sportsauthorityofindia.nic.in

SAI reserves the right to reject any or all tenders without assigning any reasons.

(R.K.SAXENA)
ASSISTANT DIRECTOR (GAD)

Sports Authority of India

General Administration Division-II

Jawaharlal Nehru Stadium

Lodhi Road, New Delhi 110 003

EXPRESSION OF INTEREST FOR EMPANELMENT OF AGENCIES FOR PRINTING WORK

Issued To

INTRODUCTION

Sports authority of India (SAI) an Autonomous Body under the Ministry of Youth Affairs & sports having its Head Office at Jawaharlal Nehru stadium (EAST GATE), Lodi road, New Delhi, invites the expression of interest from the reputed printing firms for Empanelment to undertake various printing work carried out by SAI from time to time The panel would be valid for the financial years 2013-2014 and may be extended for further period of one year if found necessary. The nature of job required should be of excellent designing, scanning, planning, printing etc. of publication of various descriptions, and for black & white and multi color jobs including, Reports, Posters, Pamphlets, Newsletter, Calendars, Books, Diaries, Magazines, Visiting Cards, Letter Heads, Bill Books, Banners, Glow Sign, Flex Board, Sun Board, Digital Board etc. on the basis of modern facilities for international standards available capabilities and with track record of applicant organizations.

The agency will be responsible for collecting the manuscript and other materials free of charge, preparation of designs, printing, proof reading, typesetting, editing, spiral binding, perfect binding, etc. as per directions of SAI.

It will be the responsibility of the agency to return material like manuscript, art work, photographs, negatives & positives, floppies, CDs/DVDs etc. after completion of the job, failing which the cost of the items will be recovered from the firm.

The empanelled agency should have adequate arrangements for packing and dispatching the documents, if so required, for which charges (if any for out of Delhi) would be reimbursable. The postal/packing charges of courier service/postal charges will be admissible as per actual rates.

The detailed terms & conditions for empanelment and execution of designing & printing jobs of SAI has been given in **Appendix - 'A'** (enclosed). Interested agencies may apply for empanelment for undertaking designing and printing jobs in the Proforma given at **Annexure-I'**.

SAI reserves right to (i) take final decision regarding, or to modify or scrap the process, (ii) accept or reject the request of any agency for empanelment, and (iii) to keep or remove any agency on the panel approved for designing and printing jobs etc. and (iv) to assign any job to any agency from the panel or otherwise without assigning any reason (s).

ELIGIBILITY CRITERIA

The Agency/ printer should have

1. Minimum experience of three years in the field of designing and printing works preferably past experience of handling similar works for Government Departments//Boards/ Corporations or reputed private companies,
 2. An annual turnover of at least Rs. 50 lacks for last two years with at least one single job execution of a minimum of Rs.10 lacks for printing & designing work. Proof of the same should be attached by the agency.
 3. The Organization must have an office in DELHI and the press should be preferably located in the state/ NCR
 4. Should have all the valid registration documents for compliance to all statutory requirements like TIN / PAN no. etc.
 5. The agency /firm must be registered as a printing press.
- Or
- The Agency should have full fledged unit of its own for usual design, preparation of art work, designing, composing & printing etc.

6. Minimum machinery required

- i) Computers - 2 No
- ii) Processing equipments - Scanner/Image set-up - 1 No
- iii) making - 1 No
- iv) Offset Machine - Four colors Sheet feed machine - 1 No
Single colors - 1 No
- v) Cutting, binding & stitching machine - 1 No

7. An onsite inspection will be undertaken by the evaluation committee of SAI before empanelment.

PROCESS FOR ALLOTMENT OF SPECIFIC JOBS

The expression of interest received in response tender will be evaluated by the evaluation committee of SAI which may/will also undertake an onsite inspection. Or the qualified organization will be asked to make a presentation regarding their technical capabilities. (The agencies empanelled through this process will be supplied with a detailed scope of work from time to time for obtaining financial quotes). All work done the selected agency may at the times be supervised by SAI or its appointed supervising agency to ensure quality and correct application of branded material / Element.

SUBMISSION OF PROPOSAL:

Interested agencies may apply for empanelment for undertaking designing and printing jobs in the Performa given at **Appendix - 'B'** along with the following documents:

Documents as proof in respect of eligibility .

Profile and track record of printing firm.

Client lists.

Sample of material printed.

Each organization will deposit a refundable security of Rs. 10000/- in the form of demand draft drawn in favour of Secretary, Sports Authority of India, NEW DELHI

The envelope must bear **“Expressions of Interest for empanelment for printing works”** as well as the mailing address and contact information of bidder to facilitate returning the document in case of late submission.

Expression of interest may be submitted at the address given below latest by 2.00 PM on 14.10.2013 address to Director GAD, Sports Authority of India, JN Stadium, Lodi Road, New Delhi 110003.

Any expressions of interest received after the stipulated period & will not be considered and will be rejected. Proposals received within prescribed time.

Appendix - A

GENERAL TERMS AND CONDITIONS

1. Applications should be submitted in the prescribed form only. The empanelment is on the basis of TECHNICAL BIDS. Eligible and Competent firms will be short-listed for the impaneled of publishers. As and when print work or publishing orders are to be assigned, job based specific rates will be invited and work will be assigned on lowest rate basis.
2. Empanelment will be done on the basis of criteria enumerated in this document. The empanelment will be done on the basis of the professional competence and status of the firm.
3. The work of the SAI is time bound and the agency which is assigned the job would be required to complete the job within the time-frame set by SAI, failing which the agency will be liable to pay penalty as decided by Director GAD, . The agency would keep SAI informed about the status of the assigned job at every stage.
4. Notice of the printing job would be sent to the empanelled agency by fax/mail/e-mail/voice telephone/by-hand etc.
5. The agency will be responsible for collecting the manuscript and other materials free of charge, preparation of design, printing, proofreading typesetting, editing spiral-binding, perfect binding etc as per directions of SAI.
6. On completion of the job, the agency would be required to send pre-receipted bills in triplicate (all originals) along with (i) delivery vouchers for the supply made (ii) manuscripts, photographs, graphs, negatives & positives, floppy, CDs/DVDs and other material given by SAI, and (iii) samples of the job executed.
7. Earnest money lump sum 25,000/- (Twenty five Thousand) will have to be enclosed, by DD only drawn in favour of Secretary Sports Authority of India, New Delhi without which no tender will be accepted.
8. In the event of detection of any error or defect made by the agency at any time after the delivery of the copies ordered, the agency shall be bound, if called upon to do so to rectify such error or defect at its own cost to the satisfaction of and within time fixed by SAI. In the event of the delivery of any defective work which, owing to urgency or for any other reasons cannot be wholly rejected, the SAI , shall have the power to deduct from any payment due to the agency or security deposit amount, such sum as he may deem expedient not exceeding 10% of the value of the particular portion or portions found to be defective.

9. A schedule for the work and for the delivery of printed copies will be drawn by SAI and will be intimated to the agency while placing the order for the job. The agency should accept the job only if it is in a position to complete the job according to the schedule. If the agency is unable to adhere to the schedule, for reasons not attributable to SAI shall have the power to cancel the order and withdraw the printed (and folded) sheets, forms, the original art works, paste ups, photographs, manuscripts etc. of the job and shall have the power to assign the job to another printer for completing the remaining part of the job at the cost of the agency to which the job was originally assigned. The agency shall extend all facilities to the Director GAD, SAI or his authorized representative for withdrawing the printed and unprinted material.
- 10 SAI reserves the right to accept or reject any or all the EOIs without assigning any reasons thereof.
11. SAI shall have the right to delete any agency from the panel during the currency of the period of the empanelment , without assigning any reason thereof.
12. The agency applying for empanelment should furnish all the particulars related to its status and functioning as per **Appendix-B**.
13. The agencies applying for empanelment will be required to provide Service Tax No./ Sale tax No and Income tax no. along with validity of registration with appropriate authority.
14. The date of declaration of qualified/empanelled agencies will be at the discretion of SAI
- 15 . The bidder has to furnish an undertaking that the organization has not been blacklisted in the past by any Govt. Private organization.

Appendix - B

PRE -QUALIFICATION APPLICATION FORM TO BE FURNISHED BY THE AGENCIES APPLYING FOR EMPANELMENT FOR PRINTING WORK

1. Name & Postal address of Agency:
Telephones Nos.:
E-mail:
Fax Nos.
Mobile Nos:
2. Nature of Agency : (Sole/Partnership/otherwise)

Name & address of Partners or Directors or Owner
3. Date of press declaration (enclose certificate)
4. Details of Branches including addresses,
telephonic contact no.
5. Type of firm (Proprietorship, partnership
or company registered under company act)
6. Sales Tax Regd. No.:
7. Service Tax No.:
8. PAN No.:
9. Professional setup/ in-house facilities of the agency-
Machinery
Staff
Designers
Others
(Enclose list)
10. Experience details -(Enclose copies)
11. .Details of minimum Rs.10 lakhs for single job execution
from any Govt. Dept. or PSUs during the last two
financial years **(indicate year-wise)**

12. List of clients - work done in respect of GOI/State Govt. Dept. /PSUs belonging to Central and State Govt. bodies with telephone No.:
13. Details of Turnover during last 2 years (Enclosed attested copies of balance SHEET, P&L Account duly verified by CA)
14. Awards of Excellence in the field
15. Details of earnest money
16. Any other information
17. Has your organisation been placed in defaulter category by any Govt. Department? If not, please submit a self attested certificate to this effect.

18. Sample of work done to show creativity and designing capability Signature of the Proprietor/Authorized Signatory

Rubber Seal indicating complete address
Place :
Date :

LIST OF ITEMS GENERALLY REQUIRED TO BE PRINTED IN SAL

Sl.No.	Name of the item	Size	Quality of paper	Rate (In Rs.)
1.	Letter head pad of 100	A-4	Sunlight paper	
2.	Letter head pad of 100	A-5	Sunlight paper	
3.	Letter head pad of 100	A-6	Sunlight paper	
4.	DO letter head pad of 100 with Embossed National Emblem	A-4	DO paper	
5.	DO letter head pad of 100 with Embossed National Emblem	A-5	DO paper	
6.	DO letter head pad of 100 with Embossed National Emblem	A-6	DO paper	
7.	Come & Play Application form in 2 page with both side printing	A-4	Meph litho 80 GSM	
8.	Visiting card with Embossed National Emblem with golden die for the use of Group 'A' & 'B' officers.	Standard	Hard card	
9.	Come & Play Yellow card with Plastic Pouch	Standard	Plup board 300 GSM	
10.	Come & Play White card with Plastic Pouch	Standard	Plup board 300 GSM	
11.	File Cover	Standard	Handmade paper	
12.	Envelope White	S-4	Maph litho 80 GSM	
13.	Envelope White	S-5	Maph litho 80 GSM	
14.	Envelope White	S-6	Maph litho 80 GSM	
15.	Envelope Yellow	16x12 (SE-8)	In stan paper with cloth & jali 120 Gm	
16.	Envelope Yellow	A-4 (SE-7)	In stan paper with cloth & jali 120 Gm	

17.	Envelope Khaki	16x12 (SE-8)	With stan paper Cloth & jali 120 Gm	
18.	Envelope Khaki	A-4 (SE- 7)	With stan paper Cloth & jali 120 Gm	
19.	TA/DA Forms, Data input slip, Acutance sheet & other official forms pads of 100 sheet	A-4	60 GSM White print paper.	
20.	Bank Challan forms in 4 parts	A-3	60 GSM White print paper.	
21.	Cash Receipt Book in duplicate			
22.	Preparation of Officers/Staff I. Card with photograph, lamination & Embossed National Emblem with golden die.	Standard		
23.	Printing of Executive Diaries with Planners and 12 page information about SAI in 4 colour	10" x 8"		
24.	SAI Calendars in 6 + 1 back to back in colour page printing	17" x 22"		
25.	SAI Slip Pad (lining)	S-5	bond paper	
26.	SAI Slip Pad (plain)	S-5	bond paper.	
27.	Confidential Sticker of various Division			
28.	Annual Report 200 copies in bilingual approx. 700 pages in black & White and 10-15 photographs in 4 colour printing including Designing of cover page & back page, binding etc.	A-4	90 GSM Meph litho paper	