



राष्ट्रीय वनस्पति स्वास्थ्य प्रबंधन संस्थान  
National Institute of Plant Health Management  
Department of Agriculture, Cooperation & Farmers Welfare  
Ministry of Agriculture & Farmers Welfare  
Government of India



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No. NIPHM/Stores/4/Printing/2017-18/25

Date: 02.02.2018

**EXPRESSION OF INTEREST (EOI)**

**NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF AGENCIES FOR PRINTING AND DESIGNING WORK OF ANNUAL ACCOUNTS, ANNUAL REPORTS, BROCHURES, NEWS LETTERS, LEAFLETS, TRAINING CALENDERS, POSTERS OF IPM PACKAGE ETC. of NIPHM”- Reg.**

National Institute of Plant Health Management (NIPHM) an autonomous Institute under Ministry of Agriculture & Farmers Welfare, Govt. of India invites **Expression of Interest for empanelment of agencies for printing and designing work of Annual Accounts, Annual Reports, Brochures, News Letters, Leaflets, Training Calendars, Posters IPM Packages etc. of NIPHM for the year 2018-19** from the reputed agencies. NIPHM intends to make a panel of Agencies for getting designing and printing jobs done. The panel would be valid for the financial year 2018-2019 and can be extended for one more year if found necessary. The nature of job will be excellent designing, scanning, planning, printing etc. of publication of various descriptions and for black & white and multi colour jobs. The participating parties may submit expression of interest in the Proforma attached at Annexure-I, II & Annexure III.

**REGISTRAR**

**EOI Schedule**

| S. No. | Critical Dates               | Date and Time         |
|--------|------------------------------|-----------------------|
| 1      | Publishing Date              | 02.02.2018, 16.00 hrs |
| 2      | Document Download Start Date | 02.02.2018, 16.00 hrs |
| 3      | Document Download End Date   | 19.02.2018, 14.00 hrs |
| 4      | Bid Submission Start Date    | 02.02.2018, 16.00 hrs |
| 5      | Bid Submission End Date      | 19.02.2018, 14.00 hrs |
| 6      | Bid Opening Date             | 20.02.2018, 15.00 hrs |

## **ELIGIBILITY CONDITIONS:**

The firm should submit the following supporting documents in an envelope super scribed " **EXPRESSION OF INTEREST FOR EMPANELMENT OF AGENCIES FOR PRINTING AND DESIGNING WORK OF ANNUAL ACCOUNTS, ANNUAL REPORTS, BROCHURES, NEWS LETTERS, LEAFLETS, TRAINING CALENDERS, POSTERS OF IPM PACKAGEM ETC. of NIPHM**" to fulfill the eligibility criteria:

| <b>Sl. No.</b> | <b>Pre-qualification Criteria</b>  | <b>Supporting Compliance document</b>   |
|----------------|--|---|
| 1              | The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India and must have an office in Hyderabad/Rangareddy District. | Copy of Certificate of incorporation and Partnership Deed, if any   |
| 2              | The firm should be in business of designing, printing and supply of similar items for Government Departments/ Boards/ Corporations or reputed private company for at least 3 years as on 31.03.2017.   | Copies of Work Orders / Contracts/ Purchase orders  |
| 3              | The agency /firm must be registered as a printing press or the Agency should have full-fledged unit of their own for usual design, preparation of art work, designing, composing & printing etc.   | Copy of registration certificates and business profile may be submitted.  |
| 4              | The Bidder should have an annual turnover of Rupees 15 Lakh in each of the last 3 consecutive Financial Years (FY 2014-15 2015-16 & 2016-17  | Certified copies of Audited Statement of Accounts (Balance Sheet, Profit and Loss statement, Notes on Accounts) for the last three financial years (i.e. F.Y. 2014-15, F.Y. 2015-16 & F.Y.2016-17.) along with the Statutory Audit report and PAN copy have to be furnished |
| 5              | The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies   | Affidavit/Certificate/ undertaking signed by the Authorized signatory   |
| 6              | GST Registration Certificate   | Copy of Certificate to be enclosed  |
| 7              | Preference will be given to agency/organization having prior experience with Central / State Govt. / Govt. Autonomous Bodies.  |   |
| 8              | Earnest Money Deposit  | <i>Rs.14000/- (Rupees fourteen thousand only). The demand draft/BC from a Nationalized bank/Scheduled Bank should be drawn in favour of "NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT", payable at Hyderabad-500 030</i>   |

## **PROCESS FOR ALLOTMENT OF SPECIFIC JOBS**

The expression of interest received in response tender will be evaluated by the evaluation committee of NIPHM which may/will also undertake an onsite inspection. Or the qualified organization will be asked to make a presentation regarding there 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 NIPHM to ensure quality and correct application of branded material / Element.

**OTHER TERMS & CONDITIONS:**

1. The vendor from the empanelled list winning specific quotation will be responsible for designing, printing and supplying the items in required quality and quantity.
2. An onsite inspection may be undertaken by the evaluation committee of NIPHM before empanelment.
3. On receipt of the registration form along with the requisite documents as mentioned above, the Agency shall be eligible for empanelled with the NIPHM after Scrutiny.
4. Mere fulfilling the eligibility conditions will not entail a right of claim of empanelment.
5. The validity of empanelment will be for one year, which can be extended further for one year.
6. The decision of NIPHM on both the empanelment and award of specific order shall be final and no queries or appeal for review shall be entertained.
7. NIPHM reserves the right to cancel the panel and a specific job at any time without assigning any reason, whatsoever.
8. NIPHM also reserves the right to restrict the opportunity to bid for a specific supply to a limited number of vendors in the panel.
9. The said registration, only qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered /empanelled. However, this will not give any claim to the party for award of work/ purchase order.
10. NIPHM reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of NIPHM, in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered firms / vendors in the panel of NIPHM.
11. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of NIPHM and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
12. Two-part tendering is done where technical screening/clear technical specifications are not available. In such cases vendors will be asked to submit both techno commercial and price bids separately. Price bids of technically accepted bids only will be opened.
13. This document is treated as a valid contract between NIPHM and Vendor, and adherence to all aspects of fair trade practices in executing the purchase orders/ work orders placed by NIPHM from time to time during the registration period.
14. In case of empanelled vendor is found in breach of any terms & condition(s) of NIPHM or supply/work order, at any stage during the course of designing, printing and supply, the legal action as per rules/laws, shall be initiated against the vendor and **Security Deposits** shall be forfeited by NIPHM, besides debarring and blacklisting the vendor concerned for at least three years, for further dealings with NIPHM.
15. The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment.
16. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
17. In all future correspondence with NIPHM, empanelled vendors are required to quote the Registration No.
18. The NIPHM has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.
19. Incomplete expressions of interest or expressions not in proper format or received after the due date shall not be entertained.

20. Vendors / Firms registered with DGS&D, Udyog Aadhar, Make in India (for items specified by NCCF), shall be considered for registration/empanelment at NIPHM, on the basis of registration certificate of such agencies along with other certified documents.
21. On verification of the information, if at any time the furnished information is found incorrect the registration is liable to be cancelled and the firm may be black listed. Security Deposit will be forfeited by the Institute.
22. Price Variation Clause: During the validity of the empanelment including the extended period, if the vendor sells any empanelled item to any other department / Organization at a price lower than the price fixed for NIPHM, the vendor must voluntarily pass on the price difference to NIPHM with immediate effect.
23. Disclosure of Rate Contracts: The firm should submit the self-attested rate contracts executed with other department / organizations.
24. Indemnity: The selected vendor shall indemnify the NIPHM and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. NIPHM/ User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of the purchase orders.
25. Termination for Default: Default is said to have occurred i) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by NIPHM. ii) If the vendor fails to perform any other obligation(s) under the empanelment.
26. If the vendor, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from NIPHM (or takes longer period in spite of what NIPHM may authorize in writing), NIPHM may terminate the empanelment/ purchase order in whole or in part.
27. All disputes in this connection shall be settled in Hyderabad (Telangana) jurisdiction only.
28. Payment Terms: No advance payment is permissible. Payment will be made only after satisfactory acceptance of stores by the concerned in-charge, within 30 days.
29. In the event of the date & time specified for EOI opening being declared as closed holiday for purchaser's office, the date for opening of tenders will be the following working day at the specified timings.
30. The rates quoted should be inclusive of all charges such as Octroi, packing, forwarding, insurance and loading, unloading, freight and clearance etc. and bidder should undertake to supply goods at NIPHM at his cost.
31. The supplier will be fully responsible for any loss in transit and will also be responsible for safe delivery of the goods/stores in good conditions at NIPHM.
32. Wherever applicable minimum warranty should be one year.
33. Liquidated Damages: If the firm failed to deliver any or all of the goods or to perform the services within the delivery period specified above, a sum equivalent 1.0% of the contract price per week or part thereof off delay until actual delivery or performance shall be deducted from the bill up to a maximum deduction of 10% of the contract price. Once the maximum is reached, we may consider termination of the contract.

Interested vendors may submit their applications superscripting "**EXPRESSION OF INTEREST FOR EMPANELMENT OF AGENCIES FOR PRINTING AND DESIGNING WORK OF ANNUAL ACCOUNTS, ANNUAL REPORTS, BROCHURES, NEWS LETTERS, LEAFLETS, TRAINING CALENDERS, POSTERS OF IPM PACKAGEM ETC. of NIPHM**" to the Registrar, NIPHM, Rajendrangar, Hyderabad 500030 latest by 19.02.2018 by 14.00 a.m.

## National Institute of Plant Health Management

**Registration of agencies for printing and designing work of Annual Accounts, Annual Reports, Brochures, News Letters, Leaflets, Training Calendars, Posters IPM Packages etc. of NIPHM for the year 2017-18'**

*(Format for Expressions of Interest)*

**Manufacturer Authorized Dealer/Agent Retailer Service Provider**

*Firm's Name:* \_\_\_\_\_

*Owner's Name:* \_\_\_\_\_

*Full Postal Address:* \_\_\_\_\_

\_\_\_\_\_ *City* \_\_\_\_\_ *State.* \_\_\_\_\_ *PIN* \_\_\_\_\_

*Email Address:* \_\_\_\_\_ *Website Address:* \_\_\_\_\_

*Contact Person's Name:* \_\_\_\_\_

*Contact No. :* \_\_\_\_\_ *Mobile No.:* \_\_\_\_\_

*Fax No.:* \_\_\_\_\_ *Email id:* \_\_\_\_\_

*GST.Registration No. :* \_\_\_\_\_

*PAN of the firm:* \_\_\_\_\_

*Authorization Letter/Dealership Certificate:* \_\_\_\_\_

*Current Bank Alc No. :* \_\_\_\_\_

*(Statement of last 3 months should be enclosed)*

**Annual Turnover for last 3 years:**

*(Audited Statements of Accounts of last three financial Years ended as on 31/03/2017 should be enclosed)*

*Details of the DD:* \_\_\_\_\_

*Signature with Seal:* \_\_\_\_\_

*Date:*

**ACCEPTANCE CERTIFICATE**

**I.....(designation).....,of (Name of the Company)..... hereby accept the above mentioned Terms & Conditions in to for empanelment of Vendors for supplying “-----“. My tender/bid is complete and I submit my firm bid with due validity as required.**

**Signature of the authorized person of the Bidder with Company Seal with date**

## Annexure III

| S. No. | Name of Item          | Description and Quality   | Tentative Quantity (in No's) (Slabs) | Unit Rate |
|--------|-----------------------|---|--------------------------------------|-----------|
| 1      | Booklets              | Paper :100GSM Indian art paper (Inner pages) & 250 GSM Indian art card (for title /cover page)-tentative pages: 16 Pages(± 4 Pages) Booklet<br><br><b>Size: 11 X8.5</b> “ (closed) & Open Size: 22X8.5” OR 10X8.5” (Closed) & Open Size:20X8.5”<br><br>Tentative Pages per Booklet: 16 pages : (± 4 Pages), (12 inner pages + 04 cover Pages)<br><br>The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing & Processing, Lamination (Glossy), pinning, Creasing /folding etc. | 1-1000                               |           |
|        |                       |   | 1001-2000                            |           |
|        |                       |   | 2001-3000                            |           |
|        |                       |   | 3001-4000                            |           |
|        |                       |   | 4001-5000                            |           |
| 2      | Booklets              | Paper :130GSM Indian art paper (Inner pages) & 250 GSM Indian art card (for title /cover page)-tentative pages: 16 Pages(± 4 Pages) Booklet<br><br><b>Size: 11 X8.5</b> “ (closed) & Open Size: 22X8.5” OR 10X8.5” (Closed) & Open Size:20X8.5”<br><br>Tentative Pages per Booklet: 16 pages : (± 4 Pages), (12 inner pages + 04 cover Pages)<br><br>The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing & Processing, Lamination (Glossy), pinning, Creasing /folding etc. | 1-1000                               |           |
|        |                       |   | 1001-2000                            |           |
|        |                       |   | 2001-3000                            |           |
|        |                       |   | 3001-4000                            |           |
|        |                       |   | 4001-5000                            |           |
| 3      | Booklets              | Paper :100 GSM Indian art paper (Inner pages) & 220 GSM Indian art card (for title /cover page)-tentative pages: 16 Pages(± 4 Pages) Booklet<br><br><b>Size: 11 X8.5</b> “ (closed) & Open Size: 22X8.5” OR 10X8.5” (Closed) & Open Size:20X8.5”<br><br>Tentative Pages per Booklet: 16 pages : (± 4 Pages), (12 inner pages + 04 cover Pages)<br><br>The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing & Processing, Lamination (Glossy), pinning, Creasing /folding etc | 1-1000                               |           |
|        |                       |   | 1001-2000                            |           |
|        |                       |   | 2001-3000                            |           |
|        |                       |   | 3001-4000                            |           |
|        |                       |   | 4001-5000                            |           |
| 4      | Annual Accounts Books | <b>Type of paper:</b> 80 GSM Maplitho paper(Inner pages) & 250 GSM art Card (for title /cover page).<br><br><b>Booklet Size:</b> ¼ Demy 8.5 X 11 “ (closed) & Open Size: 8.5X22”<br><br>Tentative Pages per Booklet: 72 pages : (± 4 Pages), (68 inner pages + 04 cover Pages)<br><br>The quote shall include providing Paper, Plate making, Black & White (Inner Page) and Multi color (Cover Page) Designing , Printing & Processing, pinning, Creasing /folding etc  | 1-100                                |           |
|        |                       |   | 101-200                              |           |
|        |                       |   | 201-300                              |           |
|        |                       |   | 301-400                              |           |
|        |                       |   | 401-500                              |           |

|   |  |   |   |           |  |
|---|--|---|---|-----------|--|
| 5 | Annual Reports                         | <p><b>Type of paper:</b> 130 GSM art paper (Inner pages) &amp; 300 GSM art Card (for title /cover page).</p> <p><b>Booklet Size:</b> ¼ Demy 8.5 X 11 “ (closed) &amp; Open Size: 8.5X22”</p> <p>Tentative Pages per Booklet: 100 pages : (± 4 Pages), (96 inner pages + 04 cover Pages)</p> <p>The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing &amp; Processing, Lamination (Glossy)-Cover Page, Perfect binding&amp;/Pinning etc</p> | 1-100   |           |  |
|   |  |   | 101-200   |           |  |
|   |  |   | 201-300   |           |  |
|   |  |   | 301-400   |           |  |
|   |  |   | 401-500   |           |  |
| 6 | News Letters                           | <p>News Letter Size: ¼ Demy size</p> <p>Type of paper : 130 GSM Indian art paper</p> <p>Tentative News Letter Pages: 12 pages : (± 4 Pages)</p> <p>The quote shall include providing Paper ,Plate making, Multi Colour Designing, Printing &amp; Processing, pinning, Creasing /folding scanning of photos etc.</p>   | 1-1000  |           |  |
|   |  |   | 1001-2000   |           |  |
|   |  |   | 2001-3000   |           |  |
|   |  |   | 3001-4000   |           |  |
|   |  |   | 4001-5000   |           |  |
| 7 | Training Schedules/ Training Calendars | <p>Training Schedule Size: 1/8th Demy</p> <p>Type of paper : 130 GSM Indian art paper</p> <p>Training Schedule tentative Pages: 12 pages : (± 4 Pages)</p> <p>The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing &amp; Processing, pinning, Creasing /folding etc.</p>   | 1-1000  |           |  |
|   |  |   | 1001-2000   |           |  |
|   |  |   | 2001-3000   |           |  |
|   |  |   | 3001-4000   |           |  |
|   |  |   | 4001-5000   |           |  |
|   |  |   | <p>Training Schedule Size: 1/8th Demy</p> <p>Type of paper : 170 GSM Indian art paper</p> <p>Training Schedule tentative Pages: 12 pages : (± 4 Pages)</p> <p>The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing &amp; Processing, pinning, Creasing /folding etc.</p> | 1-1000    |  |
|   |  |   |   | 1001-2000 |  |
|   |  |   |   | 2001-3000 |  |
|   |  |   |   | 3001-4000 |  |
|   |  |   |   | 4001-5000 |  |
| 8 | Booklets (IPM Packages)                | <p>Booklet Size: 1/4 Demy</p> <p>Type of paper: 100 GSM art paper (Inner pages) &amp; 250 GSM art paper (for title /cover page).</p> <p>Tentative Pages per Booklet: 52 pages : (± 4 Pages), (48 inner pages + 04 cover Pages)</p> <p>The quote shall include providing Paper, Plate making, Multi Colour Designing and Printing &amp; Processing, Perfect Binding &amp;/Pinning etc.</p>   | 1-1000  |           |  |
|   |  |   | 1001-2000   |           |  |
|   |  |   | 2001-3000   |           |  |
|   |  |   | 3001-4000   |           |  |
|   |  |   | 4001-5000   |           |  |



|   |                    |   |           |  |
|---|--------------------|---|-----------|--|
| 9 | NIPHM<br>Calendars | Calendar Size: A2 Size  | 1-1000    |  |
|   |                    | A2 size Type of paper : 130 GSM Indian art paper  | 1001-2000 |  |
|   |                    | Tentative Pages: 7 pages : (6+1 Pages) Back to Back printing  | 2001-3000 |  |
|   |                    | The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing & Processing, Wire Binding etc. The quote also should include one small title card (containing greetings) | 3001-4000 |  |
|   |                    |   | 4001-5000 |  |
|   |                    | Calendar Size: A2 Size  | 1-1000    |  |
|   |                    | A2 size Type of paper : 170 GSM Indian art paper  | 1001-2000 |  |
|   |                    | Tentative Pages: 7 pages : (6+1 Pages) Back to Back printing  | 2001-3000 |  |
|   |                    | The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing & Processing, Wire Binding etc. The quote also should include one small title card (containing greetings) | 3001-4000 |  |
|   |                    |   | 4001-5000 |  |

| 10 | Brochure<br>(multifold) | Description   | Tentative Quantity<br>(in No's) Slabs | A4 Size   | A3 Size   | 22X 8.5"  |
|----|-------------------------|---|---------------------------------------|-----------|-----------|-----------|
|    |                         |   |                                       | Open size | Open size | Open size |
|    |                         |   |                                       | Rate      | Rate      | Rate      |
|    |                         | <b><u>100 GSM Indian Art Paper</u></b>  | 1-1000                                |           |           |           |
|    |                         | The quote shall include providing Paper, Plate making, Multi Colour Designing and Printing & Processing, folding, Creasing etc. | 1001-2000                             |           |           |           |
|    |                         |   | 2001-3000                             |           |           |           |
|    |                         |   | 3001-4000                             |           |           |           |
|    |                         |   | 4001-5000                             |           |           |           |
|    |                         | <b><u>130 GSM Indian Art Paper</u></b>  | 1-1000                                |           |           |           |
|    |                         | The quote shall include providing Paper, Plate making, Multi Colour Designing and Printing & Processing, folding, Creasing etc. | 1001-2000                             |           |           |           |
|    |                         |   | 2001-3000                             |           |           |           |
|    |                         |   | 3001-4000                             |           |           |           |
|    |                         |   | 4001-5000                             |           |           |           |
| 11 | Posters                 | <b><u>100 GSM Indian Art Paper</u></b>  | 1-1000                                |           |           |           |
|    |                         | The quote shall include providing Paper, Plate making, Multi Colour Designing and Printing & Processing, folding, Creasing etc. | 1001-2000                             |           |           |           |
|    |                         |   | 2001-3000                             |           |           |           |
|    |                         |   | 3001-4000                             |           |           |           |
|    |                         |   | 4001-5000                             |           |           |           |
|    |                         | <b><u>130 GSM Indian Art Paper</u></b>  | 1-1000                                |           |           |           |
|    |                         | The quote shall include providing Paper, Plate making, Multi Colour Designing and Printing & Processing, folding, Creasing etc. | 1001-2000                             |           |           |           |
|    |                         |   | 2001-3000                             |           |           |           |
|    |                         |   | 3001-4000                             |           |           |           |
|    |                         |   | 4001-5000                             |           |           |           |

**Note:** 1. Items should be delivered at NIPHM

2. **Goods & Service Tax (GST) should be indicated clearly as Extra or Inclusive.**

3. Prices should be quoted only in Indian rupees only.

We are herewith undertaking that the details provided above are true and to abide by the terms and conditions contained in the bid document of NIPHM.

Stamp & Signature Representative of Firm/Company