



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/2018-19/21

Date: 26.06.2018

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 forempanelment of agencies forprinting and designing work of Annual Accounts, Annual Reports, Brochures, News Letters, Leaflets, Training Calendars, Posters IPM Packages etc. of NIPHM** 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 a period of one year from the date of empanelment of the firms/agencies 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	26.06.2018 at 02:00 PM
2	Document Download Start Date	26.06.2018 at 02:00 PM
3	Document Download End Date	09.07.2018 at 04:00 PM
4	Bid Submission Start Date	26.06.2018 at 02:00 PM
5	Bid Submission End Date	09.07.2018 at 04:00 PM
6	Bid Opening Date	10.07.2018 at 05:00 PM

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:

Sl. No.	Pre-qualification Criteria	Supporting Compliance document
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 31.03.2018.	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 Lakhs 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	Rs.20,000/- (Rupees twenty 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

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. **Submission of Tender:**
 - a) The Tender processes two stage tender systems viz. 1. Technical Bid 2. Price Bid
 - b) The bids should be submitted in two envelopes viz.
Envelope-A: Bidder Profile/Annexure-I
Envelope-B: Price Bid/Annexure-III
 - c) Both the covers must be sealed separately and super scribed with Tender number, due date and Name of the Envelope on the respective covers. These two covers should be enclosed in a separate cover and addressed to the Inviting Authority i.e. Registrar, NIPHM, Rajendranagar, Hyderabad – 500 030.
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.
34. Process for allotment of specific jobs:- For the works mentioned at Annexure-III, the works shall be allotted to the bidder quoting the lowest prices i.e. L1 bidder. For any other specific works not forming part of Annexure-III, the enquiries for quotation shall be forwarded to all the empanelled firms. The work will be awarded to the vendor quoting the lowest prices among the quotations received.

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 09.07.2018 at 04:00 PM.

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 2018-19
(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

PRICE BID

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 Size: 11 X8.5 “ (closed) & Open Size: 22X8.5” OR 10X8.5” (Closed) & Open Size:20X8.5” Tentative Pages per Booklet: 16 pages : (± 4 Pages), (12 inner pages + 04 cover Pages) 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 Size: 11 X8.5 “ (closed) & Open Size: 22X8.5” OR 10X8.5” (Closed) & Open Size:20X8.5” Tentative Pages per Booklet: 16 pages : (± 4 Pages), (12 inner pages + 04 cover Pages) 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 Size: 11 X8.5 “ (closed) & Open Size: 22X8.5” OR 10X8.5” (Closed) & Open Size:20X8.5” Tentative Pages per Booklet: 16 pages : (± 4 Pages), (12 inner pages + 04 cover Pages) 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	Type of paper: 80 GSM Maplitho paper(Inner pages) & 250 GSM art Card (for title /cover page). Booklet Size: ¼ Demy 8.5 X 11 “ (closed) & Open Size: 8.5X22” Tentative Pages per Booklet: 72 pages : (± 4 Pages), (68 inner pages + 04 cover Pages) 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>Type of paper: 130 GSM art paper (Inner pages) & 300 GSM art Card (for title /cover page).</p> <p>Booklet Size: ¼ Demy 8.5 X 11 “ (closed) & 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 & Processing, Lamination (Glossy)-Cover Page, Perfect binding&/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 & 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 & 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 & 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) & 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 & Processing, Perfect Binding &/Pinning etc.</p>	1-1000		
			1001-2000		
			2001-3000		
			3001-4000		
			4001-5000		

9	NIPHM Calendars	<p>Calendar Size: A2 Size</p> <p>A2 size Type of paper : 130 GSM Indian art paper</p> <p>Tentative Pages: 7 pages : (6+1 Pages) Back to Back printing</p> <p>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)</p>	1-1000	
			1001-2000	
			2001-3000	
			3001-4000	
			4001-5000	
		<p>Calendar Size: A2 Size</p> <p>A2 size Type of paper : 170 GSM Indian art paper</p> <p>Tentative Pages: 7 pages : (6+1 Pages) Back to Back printing</p> <p>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)</p>	1-1000	
			1001-2000	
			2001-3000	
			3001-4000	
			4001-5000	
10	Printing of books	<p>Study Material Book:</p> <p>Size:A4, No. of pages 130 (65 B/B) + one cover page</p> <p>Cover page:250 GSM Art Card with Glossy lamination, Inner page 100 GSM</p> <p>Multi colour Printing, Perfect Binding etc.</p>	1-1000	
			1001-2000	
			2001-3000	
			3001-4000	
			4001-5000	
11	Printing of Hand book	<p>Printing of Hand book:</p> <p>Size: A5, No. of Pages 12 (6B/B), Cover page: 250 GSM, Glossy Lamination, Inner page 130 GSM Indian Art paper, Center Pinning Binding, Multicolour</p>	1-1000	
			1001-2000	
			2001-3000	
			3001-4000	
			4001-5000	
12	Printing of books	<p>Printing of books: Size:1/8th demy, cover page: 300 GSM, Inner page: 130 GSM, No. of Pages:56 (tentative), multicolour</p>	1-1000	
			1001-2000	
			2001-3000	
			3001-4000	
			4001-5000	
13	Printing of Pocket books	<p>Printing of Pocket books:</p> <p>Size: 9cm x 15cm, Cover page: 300 GSM, Inner Page: 130 GSM, No. of pages: 64, multicolour</p>	1-1000	
			1001-2000	
			2001-3000	
			3001-4000	

			4001-5000	
14	Printing of Wall posters	Printing of Wall Posters: Size: 18"x23", 130 GSM, Indian art paper, Center Pinning Binding, Multicolour	1-1000	
			1001-2000	
			2001-3000	
			3001-4000	
			4001-5000	

15	Brochure (multifold)	Description	Tentative Quantity (in No's)Slabs	A4 Size	A3 Size	22X 8.5"		
				Open size	Open size	Open size		
				Rate	Rate	Rate		
		100 GSM Indian Art Paper	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					
		130 GSM Indian Art Paper	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					
16	Posters	100 GSM Indian Art Paper	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				
			130 GSM Indian Art Paper	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			

S. No.	Name of Item	Description and Quality	Tentative Quantity (in No's) (Slabs)	Unit Rate
1	Printing of Outpatient books	Printing of Outpatient books (As per Sample)	1-100	
2	Printing of Inpatient books	Printing of Inpatient books (As per Sample)	1-100	
3	Printing of Cash Books	Printing of cash books (As per sample)	1-100	
4	Printing of Medical Prescription books	Printing of Medical Prescription books (As per sample)	1-100	

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