
	<p style="text-align: center;"> राष्ट्रीयवनस्पतिस्वास्थ्य प्रबंधन संस्थान National Institute of Plant Health Management कृषि एवं सहकारिता विभाग Department of Agriculture & Cooperation कृषि मंत्रालय, भारत सरकार Ministry of Agriculture, Government of India </p>	
Telephone: 9140-24015374 E-mail: niphm@nic.in Tele-Fax: 9140-24015346		Rajendra Nagar, Hyderabad – 500 030 http://niphm.gov.in

F. NO.: 2/NIPHM/Stores/Printing/2014-15/04

Date: 01.06.2015

To

(As per the list enclosed)

**(The tender document is also being uploaded on the NIPHM website <http://niphm.gov.in>, www.eprocure.gov.in and the prospective bidders can download the document from the website)*

Sub: Invitation of Competitive bids for Annual Rate Contract for “Printing & supply of Annual Accounts, Annual Reports, Brochures, News Letters, Leaflets, Training Calendars, posters IPM Packages etc.. of NIPHM” under Annual Rate Contract for the year 2015-16 – reg.

* * *

Sir/Madam,



National Institute of Plant Health Management (NIPHM) invites ‘Sealed Bids’ two cover systems’ from the reputed printers for “Printing & supply of Annual Accounts, Annual Reports , Brochures, News Letters, Leaflets, Training Calendars, posters etc.. of NIPHM” detailed terms and conditions and list of items required may be downloaded from the NIPHM website <http://niphm.gov.in> and www.eprocure.gov.in

The schedule of receipt and opening of quotations is as under:-

Last date and time for receipt of bids : 15:00 hrs on 18.06.2015

Date & Time for opening of bids : 16:00 hrs on 18.06.2015

Registrar I/c

	<p>राष्ट्रीयवनस्पतिस्वास्थ्य प्रबंधन संस्थान National Institute of Plant Health Management कृषि एवं सहकारिता विभाग Department of Agriculture & Cooperation कृषि मंत्रालय, भारत सरकार Ministry of Agriculture, Government of India</p>	
<p>Telephone: 9140-24015374 E-mail: niphm@nic.in Tele-Fax: 9140-24015346</p>		<p>Rajendra Nagar, Hyderabad – 500 030 http://niphm.gov.in</p>

निविदादस्तावेज/TENDER DOCUMENT

वर्ष 2015-16 हेतु दर संविदा के तहत बुकलेट्स, एनआईपीएचएम वार्षिक लेखा, वार्षिक प्रतिवेदन, प्रशिक्षण कैलेंडर, विवरणिका(ब्रोशर), सूचनापत्र (न्यूजलेटर), कैलेंडर, पोस्टर आईपीएम पैकेज आदि केमुद्रण एवं आपूर्ति हेतु

FOR

PRINTING & SUPPLY OF BOOKLETS, NIPHM ANNUAL ACCOUTNS, ANNUAL REPORTS, TRAINING CALENDARS, BROCHURES, NEWS LETTERS, CALENDERS, POSTERS IPM PACKAGES ETC UNDER ANNUAL RATE CONTRACT FOR THE YEAR 2015-16.

Note:

1. The bidders are requested to sign on all the pages.
2. This tender document can be downloaded from website – <http://niphm.gov.in> and www.eprocure.gov.in
3. The tender document is to be put in a cover which should also be sealed & superscribed “PRINTING & SUPPLY OF BOOKLETS, NIPHM ANNUAL ACCOUTNS, ANNUAL REPORTS, BROCHURES, NEWS LETTERS, CALENDERS, POSTERS, IPM PACKAGES ETC” UNDER ANNUAL RATE CONTRACT FOR THE YEAR 2015-16.

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1) निविदा की उद्देशिका

Preamble of Tender

राष्ट्रीय वनस्पति स्वास्थ्य प्रबंधन संस्थान कृषि मंत्रालय, भारत सरकार के अन्तर्गत एक स्वायत्त निकाय है, जो पर्यावरणीय सतत् पादप स्वास्थ्य प्रबंधन प्रणाली को विविध रूप एवं बदलते हुए कृषि-जलवायु परिस्थितियों में बढ़ावा देने के लिए प्रतिबद्ध है तथा केन्द्रीय एवं राज्य सरकार को पादप स्वास्थ्य प्रबंधन, सफाई एवं पादपस्वच्छता जैसी मुद्दों एवं उभरती हुई जैवसुरक्षा चुनौतियों से निपटने के लिए नीति समर्थन प्रदान करता है।

National Institute of Plant Health Management, an autonomous Institute under Ministry of Agriculture, Govt. of India is mandated to promote environmentally sustainable Plant Health Management Practices in diverse and changing agro-climatic conditions and provide policy support to Central and State Government on Plant Health Management, Sanitary and Phyto-sanitary issues and emerging bio-security challenges.

एनआईपीएचएमवर्ष 2015-16 हेतु 'दो कवर सिस्टम' के तहत वार्षिक दर संविदा के अन्तर्गत कागज, मुद्रण मुहैया कराने एवं वार्षिक लेखा, वार्षिक रिपोर्ट, विवरणिका, सूचनापत्र, प्रशिक्षण कैलेंडर, पोस्टर, आईपीएम पैकेज आदि की आपूर्ति हेतु ख्यात प्रिंटरों से 'मोहरबंद बोली' आमंत्रित करता है।

NIPHM invites 'Sealed Bids' under 'two cover system' from the reputed Printers for providing Paper, printing & supply of Annual Accounts, Annual reports, Brochures, News Letters, Training Calendars, Posters, IPM packages etc under Annual Rate Contract for the year 2015-16.

2. जांच सूची/ CHECK LIST

BIDDER TO FILL IN THE CHECK LIST GIVEN BELOW

(State YES/NO for each item)

Sl. No.	Details	YES/NO
1.	Whether the Technical Bid (envelope A) and Price Bid (envelop B) are submitted in separate covers and both the covers enclosed in a common envelop.	
2.	Whether Technical Bid (Envelope A) contains:	
	a) Pre-Qualification details as laid down in the Tender under Eligibility Criteria.	
	b) Letter of Authorization for signing the Tender document viz., Annexure III & Under taking as per Annexure –IV	
	c) Audited Annual reports	
3	Whether Envelope-B contains: Filled up and signed Price Bid documents, viz., Annexure –A to I	

NOTE: Please ensure all the relevant boxes are marked **YES/NO** against each column.

IMPORTANT NOTE: Tenderers must ensure that all the required documents indicated in the Tender documents are submitted without fail. Tenders received without supporting documents for the various requirements mentioned in the tender document are liable to be rejected at the initial stage itself.

3) **SALIENT FEATURES OF THE TENDER**

Tender For Printing &Supply of Booklets, NIPHM Annual Accounts, Annual Reports , Training Schedules, IPM Packages, Brochures, Newsletters, Posters, Calendars, IPM Packages etc..		
1	Tender inviting Authority , Designation and Address	The Registrar, National Institute of Plant Health Management, Rajendranagar HYDERABAD – 500 030,Telangana. Phone No. 24015346/043/374 Telefax No. 24015346 Email : niphm@nic.in ; registrarniphm@nic.in Website : http://niphm.gov.in
2	a)Name of the Work	Printing &Supply of Booklets, NIPHM Annual Accounts, Annual Reports, Training Schedules, IPM Packages, Brochures, Newsletters, Posters, Calendars
	b)Tender reference	F. No. 2/NIPHM/Stores/Printing/2014-15
	c)Place of contract	NIPHM, Rajendranagar, Hyderabad – 500 030. T.S.
	d) Contract Period/validity period of Bids	Bid prices shall remain valid for the period of 90 days after the last date for bid submission. However, the purchaser reserves the right to seek consent for an extension of the period of validity. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive. And the Purchaser reserves the right to increase/decrease the quantity of goods, originally specified in the Schedule of Requirements.
3	Availability of Tender documents	Tender documents can be downloaded from http://niphm.gov.in and www.eprocure.gov.in free of cost.
4	Earnest Money Deposit(EMD)	Bidders are exempted from Earnest Money Deposit.
5	Due Date, Time and Place of Submission of Tender	Up to 1500 hrs on 18.06.2015 at the address mentioned in (1)
6	Date, Time and Place of Opening of Bidder's Profile-A	On 18.06.2015 at 16:00 hrs at the address mentioned in (1)
7	Other important criteria specified by the Tender Inviting Authority: 1. Eligibility Criteria: a) The firm should have at least 3 years similar work experience as on 31.05.2015. b) The Annual Gross turnover of the printers should be Rs.25.00 lakhs per annum for at least 2 years out of last three financial years. c) The firm should be registered under Income Tax Act. d) The firm should be registered under VAT.	

4. General Instructions:

4.1 The Tenderers are requested to examine the instructions, terms & conditions and specifications given in the tender. Failure to furnish requisite information in all respects may result in rejection of the bid. Tenders received after due date and time shall be rejected.

1. The bid should be invariably sent in sealed cover duly super scribed as “Bid for printing & Supply of brochures , Annual Accounts, Annual Reports, News Letters, Leaflets, Training Calendars, IPM Packages etc. quoting our tender enquiry No: 2/NIPHM/Stores/Printing/2014-15 date: 01.06.2015 addressed to the Registrar, National Institute of Plant Health Management NIPHM, Rajendranagar, Hyderabad- 500 030.
2. Rates should be valid for one year from the date of signing of the agreement. Rates/ prices should remain fixed during the entire period of the contract. i.e. one year and shall not be subject to variation on any account., No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained.

3. Tenders received after due date and time shall be rejected.

4. The NIPHM takes no responsibility for delay, loss or non-receipt of bids documents sent by post and reserves the right to accept or reject any part / full of the bid. Without assigning any reason whatsoever. The decision of Director General, NIPHM is final in this regard.
5. The material should be delivered at NIPHM Rajendranagar, Hyderabad -500030 Income tax will be deducted as per prevailing rates. The rates quoted should be all inclusive of page design formatting layout, cost of the paper, transport all taxes, duties etc. and nothing will be paid extra.
6. The printers will be fully responsible for any loss in transit and will also be responsible for the safe delivery of material.
7. The payment will be made within 15 days after receipt of printed material and their final acceptance (Cheque/RTGS/ demand draft will be sent by post only) by the NIPHM.
8. The rates should be mentioned clearly in both figures and words for each item in the bid. If there is any variation in figures and words, rates quoted in words will be taken in to consideration. The overwriting, cutting, erasing, if any should clearly be indicated duly attested.
9. The printer should provide at least two proofs for corrections. The proofs should be delivered at NIPHM at the cost of the printers. Color proof for title page should be given before printing.
10. After printing of the publication the agency should handover the soft copy (PDF & open file) to NIPHM.
11. The work should be completed and the printed publication is to be supplied within 07 days from the receipt of the work order.

12. Please enclose samples of papers for which quotations is submitted. The quality of paper should not vary at the time of printing.

4.2 Clarifications in the Tender

- a) A prospective Tenderer requiring any clarification regarding the Tender may address the Tender Inviting Authority by letter or by Fax up to 6 days prior to the last date. NIPHM will respond in writing to any request for clarification in the Tender.
- b) The responses to the clarifications will also be notified on NIPHM's website <http://niphm.gov.in>

4.3 Amendments to the Tender

- a) NIPHM may amend the Tender Conditions up to 5 days prior to the time fixed for receipt of the Tender.
- b) Amendment to the tender, in response to clarifications sought by prospective Tenderers, is solely at the discretion of NIPHM. Such amendments will be notified on NIPHM's website.
- c) NIPHM, at its discretion, may or may not extend the due date and time for the submission of bids on account of amendments. Extension of time will be notified on NIPHM's website.
- d) All the Tenderers are advised to periodically browse NIPHM website <http://niphm.gov.in> and www.eprocure.gov.in for any amendments or corrigenda issued in connection with this Tender. NIPHM will not be responsible for any misinterpretation of the provisions of this tender document on account of the Tenderers' failure to update the bid documents based on changes announced through the website.

4.4 The tender should be addressed to

The Registrar,
National Institute of Plant Health Management,
Rajendranagar, **HYDERABAD – 500 030.A.P.**
Phone No. 24015346/043/374 Tele Fax No. 24015346
Email : niphm@nic.in ; registrarniphm@nic.in ;
Website : <http://niphm.gov.in>

4.5 Any offer made in response to this tender when accepted by NIPHM will constitute a contract between the parties.

4.6 The agency shall not transfer or assign sub-contract to any other party.

4.7 Corrections, if any, must be **attested**. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amount quoted in words and figures, amount quoted in words shall prevail.

4.8 The Price should be quoted only in Indian Rupees.

4.9 Corrupt or Fraudulent Practices: Bidders should observe the highest standard of ethics during the procurement and execution of such contracts.

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution, and

“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

NIPHM will reject a proposal for award if it is found that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

5) पात्रता मानदंड/ELIGIBILITY CRITERIA:-

निविदाकारों को निविदा को कोटिंग करने के लिए निम्नलिखित पात्रता मानदंड को पूरा करना होगा एवं तकनीकी बोली में पात्रता प्रमाण प्रस्तुत करना होगा। The Tenderers should meet the following Eligibility Criteria for quoting the tender and the proof for the Eligibility should be provided in the Technical Bid.

क्र. सं.	न्यूनतम पात्रता मानदंड Minimum Eligibility Criteria	पात्रता को पूरा करने हेतु प्रस्तुत किये जाने वाले प्रमाण/ Proof to be submitted for fulfilling the Eligibility	पृष्ठ सं. Page No
1	कंपनी/प्रतिष्ठान को दिनांक 31.05.2015 तक मुद्रण कार्य संबंधी कम से कम पिछले 03 वर्षों का अनुभव होना चाहिए। The firm should have at least 3 years experience in printing works as on 31.05.2015.	ऐसे दस्तावेज(जैसे:कार्य आदेश) प्रस्तुत की जाए,जिससे उनका अनुभव प्रमाणित हो Documents (i.e. work orders) to prove their experience has to be submitted.	
2	मुद्रकों का वार्षिक सकल टर्नओवर पिछले 03 वित्तीय वर्षों के दौरान कम से कम 02 वर्ष के लिए रु. 25 लाख प्रतिवर्ष होना चाहिए। (एनआईपीएचएम/डीजीएस एवं डी/ क्रीडा-आईसीएआर इकाईयों/मैनेज/एनआईआरडी के साथ पंजीकृत आपूर्तिकर्ताओं के लिए टर्नओवर लागू नहीं है।) The Annual Gross Turnover of the printers should be Rs.25.00 lakhs per annum for at least 2 years out of last 3 financial years. (Turnover not applicable to registered suppliers with NIPHM/DGS&D /Crida-ICAR units/MANAGE/NIRD	विधिवत तौर पर हस्ताक्षरित वार्षिक लेखा की प्रति एवं सनद लेखाकार द्वारा अनुप्रमाणित Copy of Annual Accounts duly signed and attested by a Chartered accountant.	
3	कंपनी का आयकर निर्धारण कम से कम पिछले 03वर्षों की अवधि का होना चाहिए। The firm should be income tax assessee at least for a period of last three years.	आयकर विवरणी की पावती की प्रतियां स्वयं अनुप्रमाणित या कंपनी का पैन कार्ड संलग्न होना चाहिए। Self attested copies of the acknowledgments of Income tax returns or PAN Card of the firm should be enclosed.	
4	कंपनी/व्यवसाय वैट के तहत पंजीकृत होना चाहिए The firm should be registered under VAT.	प्रमाणपत्र की स्वयं अनुप्रमाणित प्रतियां Self attested copy of the certificate.	
5.	बयाना जमा राशि Earnest Money Deposit	बोली लगाने वालों को बयाना जमा राशि से छूट प्राप्त है। Bidders are exempted from Earnest Money Deposit.	

6. **Scope of the work:**

- To supply quality products which substantially match the specifications laid down by NIPHM. The specifications of items shall be mentioned in the comparative statement vide Annexure – II.

- b. The items to be supplied should be of standard quality.
- c. In view of the office exigencies, NIPHM intends to empanel the printers, so that when large/urgent requirements of printing works are there, the works will be awarded to L1 agency/L2/L3 etc, who agree to match L1 rates after considering the capacity of the firm. NIPHM reserves the right to seek willingness from L2, L3 etc to match L1 rates, However NIPHM will award atleast 60% of the order to L1 agency & remaining 40% will be awarded to those who matches L1 (on equal basis), subject to capacity and timely completion of works.
- In view of the above reasons, the bidders shall furnish the following capacity details based on which the work orders will be entrusted between the agencies.

Capacity of the firm (No. of employees working under the rolls of the company)			Orders in hand (Details may be furnished client wise separately)	
Technical	Admin	Others	Contracts in force	Tentative order value during FY 2015-16

- d. Director General, NIPHM reserves the right to reject any or all the quotations received without assigning any reason whatsoever.

7. **SUBMISSION OF TENDER:**

Submission of Tender: Two-cover system will be followed:

7.1 **General Instructions:**

- a) The Tender proposes two stage tender systems viz. **(1) Technical Bid** and **(2) Price Bid**.
- b) The bids should be submitted in two envelopes viz.
Envelope-A: Bidder Profile / PART – A (Annexure I)
Envelope-B: Price Bid/Price Bids / PART – B (Annexure A to I)
- 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.

7.2 **Details to be furnished in the Envelope-A Technical Bid:**

- a) Profile of the Company – stating whether the firm is partnership/registered under the Companies Act along with its necessary enclosures
- b) Details regarding eligibility criteria
- c) Authorization letter and Undertaking (as per Annexure IV And V) from the Competent Authority of the Company to sign this Tender document. Documents received without such authorization will not be considered for further processing. This is not applicable if the proprietor signs himself as competent authority.
- d) The Tenderers should furnish the location with addresses and license details of the firm.

- e) The Tenderers shall furnish as part of the bid, documents establishing the Tenderers eligibility to bid and its qualifications to perform the Contract if their tender is accepted.

The documentary evidence of the Tenderer's qualifications shall be established to the satisfaction of NIPHM. However, the decision of Director General, NIPHM will be final in this regard.

7.3 Signing of Bids

Individual signing the tender or other documents connected with contract must Specify whether he signs as:

- i) A “Sole proprietor” of the concern or constituted attorney of such sole proprietor;*
 - ii) A partner of the firm, if it is a partnership firm in which case he must have authority to execute on behalf of the firm.*
 - iii) Director or a Principal Officer duly authorized by the Board of Directors of the Company, if it is a Company.*
- a) The bids shall be typed or written in indelible ink and shall be signed by the Tenderer or a person or persons duly authorized to bind the Tenderer to the Contract. **Tenderers are requested to sign each and every page of the tender document including Annexure(s) attached thereto.**
 - b) Any alterations, erasures shall be treated valid only if they are authenticated by full signature by the person or persons authorized to sign the bid. Tender documents should be free from over writing.

7.4 Details to be furnished in the Envelope-B i.e., Price Bid

Prices must be quoted only in the Price Bid Form (Please see the “**PART-B- PRICE BID – ANNEXURE III A&B.**”

7.5 Mode of Submission:

- a) Both the Envelopes viz. Envelope-A and Envelope-B must be put in a single cover, sealed and must be super scribed “Tender for Printing & Supply of Booklets, NIPHM Annual Accounts, Annual Reports , Training Schedules, IPM Packages, Brochures, Newsletters, Posters, Calendars etc. It shall be addressed to The Registrar, National Institute of Plant Health Management, Rajendranagar, Hyderabad – 500 030. A.P.
- b) The Tender may be dropped in the Tender box kept at NIPHM office.
- c) Alternatively, the Tenders must reach NIPHM on or before the due date and time by registered post/courier. NIPHM will not be liable or responsible for Postal/Courier delay, if any.
- d) The Tenders received after Due Date and Time or Unsealed or incomplete shape or Tenders submitted by Facsimiles (FAX) or by Electronic mail will be summarily **rejected**.
- e) A Tender once submitted shall not be permitted to be altered or amended.

8. OPENING OF TENDERS

Tender Opening:

- a) Tenders will be opened at the prescribed date and time in the presence of Tenderers or their representatives who choose to be present. The representatives of Tenderers must bring the authorization letter from the bidding companies for attending the Tender opening. Not more than two representatives for each Tenderer would be allowed to take part during the bid opening process.
- b) **Envelope-A** containing Technical Bid would be opened first. Eligibility Criteria such as pre-qualification conditions will be checked and the supporting documents would be cross checked wherever required.
- c) Only the Technical Bid will be opened on the due date.
- d) The date, time and venue of opening the Price Bid will be intimated separately. The price bids will be opened at the appointed time in the presence of bidders who choose to be present.
- e) Tenders non compliant with any of the tender terms will **not** be considered for the next stage i.e. for opening of the Price Bid.

9. TENDER EVALUATION CRITERIA:

The evaluation of Tenders will be done by NIPHM as detailed below:

9.1. Technical Bid evaluation:

Tenderers will be eligible for further processing only if they fulfill the following criteria

- a) Compliance with the eligibility Criteria.

NIPHM will prepare a list of Tenderers whose bids are substantially responsive with the technical and capacity requirements as given in Tender form. The Tenderers who do not match eligibility criteria or which do not conform to the Technical Specifications shall be rejected. The Eligible Tenderers alone will be considered for further evaluation.

9.2 PRICE BID EVALUATION:

Opening of Envelope-B Price Bid:

Tenderers who are qualified in Technical Bid (Envelope-A) only will be called for Price Bid opening. The technically qualified Tenderers alone will be informed about the date and time of opening of the Price Bid and their Price Bids alone will be opened on the due date and time in the presence of the Tenderers or their authorized representatives who choose to be present. The contract will be entrusted to the Tenderer, whose bid has been determined as L1. L1 will be arrived after considering base price, taxes and other charges, if any. As items are different the L1 will be arrived for each category separately. In case the L1 agency who has been awarded the tender fails to execute the contract, NIPHM will have the right to choose L2 and shall recover the excess cost from L1 as penalty for backing out after award of contract. NIPHM further reserves the right to take legal action to get such firms black listed.

NIPHM reserves the right to seek willingness of all bidders to match the finalized rate contract to meet timelines. However, NIPHM will award at least 60% of the order to L1 agency, subject to the capacity of the firm.

10. **ACCEPTANCE OF TENDER**

- a) The final acceptance of the Tender is entirely vested with NIPHM which reserves the right to accept or reject any or all of the Tenders in full or in part.
- b) After acceptance of the Tender by NIPHM, the Tenderer shall have no right to withdraw his Tender and **Prices payable to the Supplier as stated in the Contract shall be firm and not subject to any adjustment during performance of the Contract.**
- c) The Tender accepting authority may also reject all the Tenders for reasons such as changes in the scope of work, lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.
- d) After acceptance of the Tender, NIPHM would issue Letter of Acceptance (LOA)/award the purchase order only to the Successful Tenderer. NIPHM also reserve the right to issue Purchase Orders to more than one Tenderer (who are willing to match L1) under rate contract. The letter of acceptance will include the details along with terms and conditions of the tender.

11. **Rejection of Tender:**

NIPHM also reserves the right to reject/cancel the tender without assigning any reason thereof.

12. **Terms of Payment:**

Payment will be released within 15 days after supply of the material and issue of final certificate by the officer to that effect.

The Supplier/firm should submit the invoice in triplicate. The invoice should contain the Sales tax/VAT registration number and there should not be any overwriting/cuttings/corrections. An advance stamped receipt should be enclosed along with invoice.

13. **Penalty Clause:**

- a. The bidder should supply the printed material within the specified delivery due date to NIPHM without fail. NIPHM will levy penalty, if the selected agency does not supply the printed material within the stipulated due date as per the following:
 - a. If the supply is delayed/effectuated beyond 7 days & upto 14 days from the date of order confirmation, penalty of 5% on the order value will be levied
 - b. If the supply is delayed/effectuated beyond 15 days & upto 30 days from the date of order confirmation, penalty of 15% on the order value will be levied.
 - c. For delays beyond 30 days of the order confirmation, penalty of 25% on the order value will be levied, besides cancelling the order. There will also be a reduction in the percentage of the works to be allotted in future to such firm.

संलग्नक/Annexure - I

13. बोली लगाने वाले का प्रोफाइल-भाग-क :

Bidder's Profile- PART-A:-

बुकलेट्स, वार्षिक लेखा, वार्षिक रिपोर्ट, न्यूजलेटर, प्रशिक्षण अनुसूची, आईपीएम पैकेज, एनआईपीएचएम कैलेंडर्स, विवरणिका(ब्रोशर), पोस्टर्स आदि के मुद्रण एवं आपूर्ति संबंधी

PRINTING & SUPPLY OF BOOKLETS, ANNUAL ACCOUNTS, ANNUAL REPORTS, NEWS LETTERS, TRAINING SCHEDULES, IPM PACKAGES, NIPHM CALENDARS , BROCHURES POSTERS, ETC.

2. THE FIRM a) Name b) Regd. Address c) Address for correspondence d) <u>Contact Person's</u> i) Name & Designation ii) Address iii) Tel. No. Landline & mobile iv) Email ID	
2. Please mention PAN/GIR NO. & date & year of Registration. (please enclose photocopy)	
3. Please mention the Sales Tax/VAT registration details & year of Registration (please enclose photocopy)	
4. The annual gross turnover of the firm should be mentioned clearly. (Pl. enclose copies of ITR/Audited balance sheet and P&L account etc.)	
5. The firm should be income tax assessee at least for a period of last three years. Enclose copies	
6. Experience (in Years) as on 31.05.2015	

प्राधिकृत अधोहस्ताक्षरी का हस्ताक्षर

Signature of authorised signatory

नाम/Name : _____

पदनाम/Designation _____

मोहर/ Seal :

15. **TECHNICAL SPECIFICATIONसंलग्नक/Annexure-II**

बुकलेट्स के मुद्रण एवं आपूर्ति हेतु तकनीकी विनिर्देशन विशिष्टि सहित 130/100जीएसएम इंडियन आर्ट पेपर(आंतरिक पृष्ठ) एवं 250 जीएसएम इंडियन आर्ट कार्ड(शीर्षक/कवर पृष्ठ हेतु) -16 पृष्ठPages(± 4पृष्ठ)बुकलेट

Technical specifications for printing & supply of Booklets with 130/100 GSM Indian art paper (Inner pages) & 250 GSM Indian art card (for title /cover page)-16 Pages(± 4 Pages) Booklet.

SL NO	बुकलेट्सकी तकनीकी विनिर्देशन विशिष्टि/ Technical specifications of Booklets
1. A	<p>Booklet Size: 11 X8.5 “ (closed) & Open Size: 22X8.5” OR 10X8.5” (Closed) & Open Size:20X8.5”</p> <p>Type of paper: 130/100 GSM Indian art paper (Inner pages) & 250 GSM Indian art card (Cover page).</p> <p>Pages per Booklet: 16 pages : (± 4 Pages), (12 inner pages + 04 cover Pages) The quoted cost (inner pages) will be considered for 12 pages & for every extra/lesser 04 pages, the amount will be paid by NIPHM proportionately based on cost given for 12 Pages. For example quoted rate for 12 (inner pages) is Y, then cost for every extra/ lesser 4 pages will be treated as Y/3.</p> <p>The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing & Processing, Lamination (Glossy), pinning, Creasing /folding etc</p>

बुकलेट्स के मुद्रण एवं आपूर्ति हेतु तकनीकी विनिर्देशन विशिष्टि सहित 100जीएसएम मैपलिथोपेपर(आंतरिक पृष्ठ) एवं 220 जीएसएम इंडियन आर्ट कार्ड(शीर्षक/कवर पृष्ठ हेतु) -16 पृष्ठ(± 4पृष्ठ)बुकलेट

Technical specifications for printing & supply of Booklets with 100 GSM Maplitho paper (Inner pages) & 220 GSM art paper (for title /cover page)-16 Pages(± 4 Pages) Booklet.

SL NO	बुकलेट्सकी तकनीकी विनिर्देशन विशिष्टि/ Technical specifications of Booklets
1. B	<p>Booklet Size: 11 X8.5 “ (closed) & Open Size: 22X8.5” OR 10X8.5” (Closed) & Open Size:20X8.5”</p> <p>Type of paper: 100 GSM Maplitho paper (Inner pages) & 220 GSM art paper (for title /cover page).</p> <p>Pages per Booklet: 16 pages : (± 4 Pages), (12 inner pages + 04 cover Pages) The quoted cost (inner pages) will be considered for 12 pages & for every extra/lesser 04 pages, the amount will be paid by NIPHM proportionately based on cost given for 12 Pages. For example quoted rate for 12 (inner pages) is Y, then cost for every extra/ lesser 4 pages will be treated as Y/3.</p> <p>The quote shall include providing Paper, Plate making, Black & White (Inner Page) and Multi color (Cover Page) Designing, Printing and Processing, pinning, Creasing /folding etc</p>

बुकलेट्स(वार्षिक लेखा पुस्तिकाओं) के मुद्रण एवं आपूर्ति हेतु तकनीकी विनिर्देशन विशिष्टिसहित 80 जीएसएम मैपलिथोपेपर (आंतरिक पृष्ठ) एवं 250 जीएसएम इंडियन आर्ट कार्ड(शीर्षक/कवर पृष्ठ हेतु) -72पृष्ठ(± 4पृष्ठ)बुकलेट

Technical specifications for printing & supply of Booklets (Annual Accounts Books) with 80 GSM Maplitho paper (Inner pages) & 250 GSM art card (for title /cover page)-72 Pages(± 4 Pages) Booklet.

क्रमांक SL NO	बुकलेट्सकी तकनीकी विनिर्देशन विशिष्टि/ Technical specifications of Booklets
2 A	<p>Booklet Size: ¼ Demy 8.5 X 11 “ (closed) & Open Size: 8.5X22”</p> <p>Type of paper: 80 GSM Maplitho paper (Inner pages) & 250 GSM art Card (for title /cover page).</p> <p>Pages per Booklet: 72 pages : (± 4 Pages), (68 inner pages + 04 cover Pages)</p> <p>The quoted cost (inner pages) will be considered for 68 pages & for every extra/lesser 04 pages, the amount will be paid by NIPHM proportionately based on cost given for 68 Pages. For example quoted rate for 68 (inner pages) is Y, then cost for every extra/ lesser 4 pages will be treated as Y/17. The quantity of above said booklet are approximately 200-300 copies</p> <p>The quote shall include providing Paper, Plate making, Black & White (Inner Page) and Multi color (Cover Page) Designing , Printing & Processing, pinning, Creasing /folding etc</p>

बुकलेट्स(वार्षिक रिपोर्ट) के मुद्रण एवं आपूर्ति हेतु तकनीकी विनिर्देशन विशिष्टिसहित 130 जीएसएम आर्ट पेपर (आंतरिक पृष्ठ) एवं 300 जीएसएम आर्ट कार्ड(शीर्षक/कवर पृष्ठ हेतु) -100पृष्ठ(± 4पृष्ठ)बुकलेट

Technical specifications for printing & supply of Booklets (Annual Reports) with 130 GSM Art paper (Inner pages) & 300 GSM art card (for title /cover page)-100 Pages(± 4 Pages) Booklet.

क्रमांक SL NO	बुकलेट्सकी तकनीकी विनिर्देशन विशिष्टि/ Technical specifications of Booklets
2. B	<p>Booklet Size: ¼ Demy 8.5 X 11 “ (closed) & Open Size: 8.5X22”</p> <p>Type of paper: 130 GSM art paper (Inner pages) & 300 GSM art Card (for title /cover page).</p> <p>Pages per Booklet: 100 pages : (± 4 Pages), (96 inner pages + 04 cover Pages)</p> <p>The quoted cost (inner pages) will be considered for 96 pages & for every extra/lesser 04 pages, the amount will be paid by NIPHM proportionately based on cost given for 96 Pages. For example quoted rate for 96 (inner pages) is Y, then cost for every extra/ lesser 4 pages will be treated as Y/24. The quantity of above said booklet are approximately 200-300 copies</p> <p>The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing & Processing, Lamination (Glossy)-Cover Page, Perfect binding&/Pinning etc</p>

सूचनापत्रों(न्यूजलेटर्स) की विस्तृत तकनीकी विनिर्देशन विशिष्टि/

Detailed Technical specifications of News Letters:

3.	<p>News Letter Size: ¼ Demy size</p> <p>Type of paper : 130 GSM Indian art paper</p> <p>News Letter Pages: 12 pages : (± 4 Pages)</p> <p>The quoted cost will be considered for 12 pages & for every extra/lesser 04 pages, the amount will be paid by NIPHM proportionately based on cost given for 12 Pages. For example quoted rate for 12 is Y, then cost for every extra/ lesser 4 pages will be treated as Y/3.</p>
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	The quote shall include providing Paper ,Plate making, Multi Colour Designing, Printing & Processing, pinning, Creasing /folding scanning of photos etc
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प्रशिक्षण अनुसूची/प्रशिक्षण कैलेंडर की विस्तृत तकनीकी विनिर्देशन विशिष्टि/

Detailed Technical specifications of Training Schedules/Training Calendars:

4	<u>Training Schedule Size: 1/8th Demy</u>
	Type of paper : 130/170 GSM Indian art paper
	Training Schedule Pages: 12 pages : (± 4 Pages) The quoted cost will be considered for 12 pages & for every extra/lesser 04 pages, the amount will be paid by NIPHM proportionately based on cost given for 12 Pages. For example quoted rate for 12 is Y, then cost for every extra/ lesser 4 pages will be treated as Y/3.
	The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing & Processing, pinning, Creasing /folding etc

बुकलेट्स(आईपीएम पैकेज) के मुद्रण एवं आपूर्ति हेतु तकनीकी विनिर्देशन विशिष्टिसहित 100जीएसएम आर्ट पेपर (आंतरिक पृष्ठ) एवं 250 जीएसएम आर्ट कार्ड(शीर्षक/कवर पृष्ठ हेतु) -52पृष्ठ(± 4पृष्ठ)बुकलेट

Technical specifications for printing & supply of Booklets (IPM Packages) with 100 GSM art paper (Inner pages) & 250 GSM art Card (for title /cover page)-52 Pages(± 4 Pages) Booklet.

SL NO	बुकलेट्स की तकनीकी विनिर्देशन विशिष्टि/ Technical specifications of Booklets
5	<u>Booklet Size: 1/4 Demy</u>
	<u>Type of paper:</u> 100 GSM art paper(Inner pages) & 250 GSM art paper (for title /cover page).
	Pages per Booklet: 52 pages : (± 4 Pages), (48 inner pages + 04 cover Pages) The quoted cost (inner pages) will be considered for 48 pages & for every extra/lesser 04 pages, the amount will be paid by NIPHM proportionately based on cost given for 48 Pages. For example quoted rate for 48 (inner pages) is Y, then cost for every extra/ lesser 4 pages will be treated as Y/12.
	The quote shall include providing Paper, Plate making, Multi Colour Designing and Printing & Processing, Perfect Binding &/Pinning etc

एनआईपीएम कैलेंडर हेतु विस्तृत तकनीकी विनिर्देशन विशिष्टि :

Detailed Technical specifications for NIPHM Calendars:

6	<u>NIPHM Calender Size: A2 Size</u>
	A2 size Type of paper : 130/170 GSM Indian art paper
	NIPHM Calender Pages: 7 pages : (6+1 Pages) B/B printing
	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)

विवरणिका (ब्रोशर) के मुद्रण एवं आपूर्ति हेतु विस्तृत तकनीकी विनिर्देशन विशिष्टि सहित 100/130 जीएसएम इंडियन आर्ट पेपर

Detailed Technical specifications for printing & supply of Brochures with 100/130 GSM Indian Art paper.

7	<u>Brochure (multifold)</u> The quote shall include providing Paper, Plate making, Multi Colour Designing and Printing & Processing, folding, Creasing etc	<u>A4 Size</u> <u>Open</u> <u>size</u>	<u>A3 Size</u> <u>Open Size</u>	<u>22X</u> <u>8.5”</u> <u>Open</u> <u>Size</u>
	<u>100 GSM Indian Art Paper</u>			
	<u>130 GSM Indian Art Paper</u>			

पोस्टर के मुद्रण एवं आपूर्ति का विस्तृत तकनीकी विनिर्देशन विशिष्टि सहित 100/130 जीएसएम इंडियन आर्ट पेपर

Detailed Technical specifications for printing & supply of Posters with 100/130 GSM Indian Art Paper

8	<u>Posters</u> The quote shall include providing Paper, Plate making, Multi Colour Designing and Printing & Processing, folding, Creasing etc	<u>A4 Size</u>	<u>A3 Size</u>	<u>A2 Size</u>
	<u>100 GSM Indian Art Paper</u>			
	<u>130 GSM Indian Art Paper</u>			

16. वित्तीय बोली/ FINANCIAL BID (भाग-ख/PART- B)

वित्तीय बोली संलग्नक-क: बुकलेट्स

Financial Bid Annexure-A: Booklets

Name of the Work: "Printing & Supply of Booklets" as per specifications mentioned at Annexure: II. The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

त.वि. संदर्भ Tech Specs reference	मद का विवरण Item Description	अनुमानित परिमाण (सं. में) Tentative Quantity (in No's)	कवर पृष्ठों के मुद्रण हेतु कीमत (रु. में) (क) Price for Cover Pages printing (In Rs) (a)	आंतरिक पृष्ठों के मुद्रण हेतु कीमत (रु. में) (ख) Price for Inner Pages printing (In Rs) (b)	बुकलेट मुद्रण हेतु कीमत (रु. में) (क+ख) Price for Booklet printing (In Rs) (a+b)	ब्रिकी कर/वैट (ग) Sales Tax/ VAT (c)	कुल कीमत (कर सहित) (रु. में) (क+ख+ग+ घ) Total Price (Incl. Taxes) (In Rs) (a+b+c+d)
1A.i	Printing of Booklet (size:11X8.5") Pages 16 pages-(04 cover pages+ 12 Inner Pages) with 100 GSM art paper (inner pages) & 250 GSM Art card (cover page Lamination-Glossy). (Cover Page- Multi Colour& Inner Pages-Multi Colour)	1000					
		2000					
		3000					
		4000					
		5000					
1A.ii	Printing of Booklet (size:11X8.5") Pages 16 pages-(04 cover pages+ 12 Inner Pages) with 130 GSM art paper (inner pages) & 250 GSM Art card (cover page Lamination-Glossy). (Cover Page- Multi Colour& Inner Pages-Multi Colour)	1000					
		2000					
		3000					
		4000					
		5000					
1.B	Printing of Booklet (size:11X8.5") Pages 16 pages-(04 cover pages+ 12 Inner Pages) with 100 GSM Map litho paper (inner pages) & 220 GSM Art card (cover page). (Cover Page- Multi Colour& Inner Pages-B/W)	1000					
		2000					
		3000					
		4000					
		5000					

वित्तीय बोली संलग्नक-ख : वार्षिक लेखा
Financial Bid Annexure-B: Annual Accounts

Name of the Work: “Printing & Supply of Annual Accounts Books” as per specifications mentioned at Annexure: II .The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

त.वि. संदर्भ Tech Spec s refer ence	मद का विवरण Item Description	अनुमानित परिमाण (सं. में) Tentative Quantity (in No's)	कवर पृष्ठों के मुद्रण हेतु कीमत (रु. में) (क) Price for Cover Pages printing (In Rs) (a)	आंतरिक पृष्ठों के मुद्रण हेतु कीमत (रु. में) (ख) Price for Inner Pages printing (In Rs) (b)	बुकलेट मुद्रण हेतु कीमत (रु. में) Price for Booklet printing (In Rs) (a+b)	ब्रिकी कर/वैट (ग) Sales Tax/ VAT (ग)	कुल कीमत (कर सहित) (रु. में) (क+ख+ग+घ) Total Price (Incl. Taxes) (In Rs) (a+b+c+d)
2A	Printing of Annual Accounts Books (size:8.5X11”) Pages 72 pages-(04 cover pages+ 68 Inner Pages) with 80 GSM Map litho paper (inner pages) & 250 GSM Art card (cover page). (Cover Page-Multi Colour& Inner Pages-B/W)	200					
		300					

तकनीकी बोली संलग्नक-ग: वार्षिक रिपोर्ट
Financial Bid Annexure-C: Annual Reports

Name of the Work: “ Printing& Supply of Annual Report Books” as per specifications mentioned at Annexure: II .The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

त.वि. संदर्भ Tech Spec s refer ence	मद का विवरण Item Description	अनुमानित परिमाण (सं. में) Tentative Quantity (in No's)	कवर पृष्ठों के मुद्रण हेतु कीमत (रु. में) (क) Price for Cover Pages	आंतरिक पृष्ठों के मुद्रण हेतु कीमत (रु. में) (ख) Price for Inner Pages printing	बुकलेट मुद्रण हेतु कीमत (रु. में) (क+ख) Price for Booklet printing	ब्रिकी कर/वैट (ग) Sales Tax/V AT ©	कुल कीमत (कर सहित) (रु. में) (क+ख+ग+घ) Total Price (Incl. Taxes) (In Rs)
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			printing (In Rs) (a)	(In Rs) (b)	(In Rs) (a+b)		(a+b+c+d)
2B	Printing of Annual Report Books (size:8.5X11”) Pages 100 pages- (04 cover pages+96 Inner Pages) with 130 GSM Art paper (inner page & 300 GSM Art card (cover page). (Cover Page- Multi Colour& Inner Pages-Multi Colour) { Lamination- Cover Page-Glossy }	200					
		300					

वित्तीय बोली संलग्नक-घ : न्यूजलेटर

Financial Bid Annexure-D: News Letters

Name of the Work: “Printing & Supply of News Letters” as per specifications mentioned at Annexure: II .The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

त.वि. संदर्भ Tech Specs refer ence	मद का विवरण Item Description	अनुमानित परिमाण (सं. में) Tentative Quantity (in No's)	मुद्रण हेतु कीमत (रु. में) (क) Price for printing (In Rs) (a)	ब्रिकी कर/वैट (ख) Sales Tax/VAT (b)	कुल कीमत (कर सहित) (रु. में) (क+ख) Total Price (Incl. Taxes) (In Rs) (a+b)
3	Printing & supply of News Letters with Indian art paper 130 GSM (1/4 Demy size) 12 pages. Multi Colour Designing & Printing, Pinning, Creasing/Folding	1000			
		2000			
		3000			
		4000			
		5000			

वित्तीय बोली संलग्नक-ड.: प्रशिक्षण अनुसूची

Financial Bid Annexure-E: Training Schedules

Name of the Work: “Printing & Supply of Training Shedges/Calenders” as per specifications mentioned at Annexure: II .The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

त.वि. संदर्भ Tech Specs refer ence	मद का विवरण Item Description	अनुमानित परिमाण (सं. में) Tentative Quantity (in No's)	मुद्रण हेतु कीमत (रु. में) (क) Price for printing	ब्रिकी कर/वैट (बी) Sales Tax/VAT (b)	कुल कीमत (कर सहित) (रु. में) (क+ख) Total Price (Incl. Taxes)
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			(In Rs) (a)		(In Rs) (a+b)
4.i	Printing & Supply of training Schedules (Booklets) with 130 GSM Indian Art paper (1/8 Demy Size) 12 Pages. Multi Colour design & Printing , pinning Creasing /folding	1000			
		2000			
		3000			
		4000			
		5000			
4.ii	Printing & Supply of training Schedules (Booklets) with 170 GSM Indian Art paper (1/8 Demy Size) 12 Pages Multi Col design & Printing , pinning Creasing /folding	1000			
		2000			
		3000			
		4000			
		5000			

वित्तीय बोली संलग्नक-च: आईपीएम पैकेज

Financial Bid Annexure-F: IPM Packages (Booklets)

Name of the Work: “Printing & Supply of IPM Packages” as per specifications mentioned at Annexure: II .The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

त.वि. संदर्भ Tech Specs reference	मद का विवरण Item Description	अनुमानित परिमाण (सं. में) Tentative Quantity (in No's)	कवर पृष्ठों के मुद्रण हेतु कीमत (रु. में) (क) Price for Cover Pages printing (In Rs) (a)	आंतरिक पृष्ठों के मुद्रण हेतु कीमत (रु. में) (ख) Price for Inner Pages printing (In Rs) (b)	बुकलेट मुद्रण हेतु कीमत (रु. में) (क+ख) Price for Booklet printing (In Rs) (a+b)	ब्रिकी कर/वैट (ग) Sales Tax/V AT (c)	कुल कीमत (कर सहित) (रु. में) (क+ख+ग+ घ) Total Price (Incl. Taxes) (In Rs) (a+b+c+d)
5	Printing of Booklet (IPM Packages) (Size: 1/4 Demy) Pages 52 pages-(04 cover pages+48 Inner Pages) with 100 GSM art paper (inner pages) & 250 GSM Art card (Cover Page-Multi Colour& Inner Pages-Multi Colour), Perfect Binding	1000					
		2000					
		3000					
		4000					
		5000					

Financial Bid Annexure-G: NIPHM Calenders

Name of the Work: “Printing & Supply of NIPHM Calenders” as per specifications mentioned at Annexure: II .The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

त.वि. संदर्भ Tech Specs refer ence	मद का विवरण Item Description	अनुमानित परिमाण (सं. में) Tentative Quantity (in No's)	मुद्रण हेतु कीमत (रु. में) (क) Price for printing (In Rs) (a)	ब्रिकी कर/वैट (ख) Sales Tax/VAT (b)	कुल कीमत (कर सहित) (रु. में) (क+ख) Total Price (Incl. Taxes) (In Rs) (a+b)
6.i	Printing & Supply of NIPHM Calendars With 130 GSM India Art Paper (A2 Size) Multi Colour design & Printing, Wire Binding (7 Pages (6+1) B/B Printing)	1000			
		2000			
		3000			
		4000			
		5000			
6.ii	Printing & Supply of NIPHM Calendars With 170 GSM India Art Paper (A2 Size) Multi Colour design & Printing, Wire Binding (7 Pages (6+1) B/B Printing)	1000			
		2000			
		3000			
		4000			
		5000			

Financial Bid Annexure-H: Brochures

Name of the Work: “ Printing& Supply of Brochures (multifold)” as per specifications mentioned at Annexure: II .The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

Printing of Brochures (multifold)-B/B Printing				
Specifications	Quantity (In no's)	A4 Size	A3 Size	22X8.5”
100 GSM Art Paper	1000			
	2000			
	3000			
	4000			
	5000			
130 GSM Art Paper	1000			
	2000			
	3000			
	4000			
	5000			
Rate of Sales Tax/VAT applicable on above rate (Plz indicate percentage)				

Financial Bid Annexure-I: Posters

Name of the Work: “ Printing& Supply of Posters” as per specifications mentioned at Annexure: II .The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

Printing of Posters				
Specifications	Quantity (In no's)	A4 Size	A3 Size	A2 Size
100 GSM Art Paper	1000			
	2000			
	3000			
	4000			
	5000			
130 GSM Art Paper	1000			
	2000			
	3000			
	4000			
	5000			
Rate of Sales Tax/VAT applicable on above rate (Plz indicate percentage)				

- Note:** 1. Items should be delivered at NIPHM
2.Sales tax/VAT should be indicated clearly.
3.Prices should be quoted only in Indian rupees.

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.

प्राधिकृत पदाधिकारी का हस्ताक्षर
Signature of authorized official
(मोहर एवं स्टॉप सहित)
With seal and stamp
नाम एवं पदनाम
Name & Designation:

25. प्राधिकार पत्र हेतु प्रपत्र/FORMAT FOR AUTHORISATION LETTER

सेवा में/To,

रजिस्ट्रार/ The Registrar,
राष्ट्रीय वनस्पति स्वास्थ्य प्रबंधन संस्थान/
National Institute of Plant Health Management,
राजेन्द्रनगर/ Rajendranagar,
हैदराबाद/Hyderabad-500 030.
आंध्रप्रदेश/Andhra Pradesh,

महोदय/महोदया
Sir/Madam,

हम एतद्वारा ----- को बोली(बिड) प्रस्तुत करने एवं भाग लेने हेतु तथा प्रस्तुत किए गए संविदा संदर्भ ----- पर हस्ताक्षर करने के लिए प्राधिकृत करते हैं। इस संबंध में उनके द्वारा लिया गया कोई भी निर्णय हमें स्वीकृत है।

We hereby authorise _____ to submit a Bid and subsequently participate and sign the contract submitted against the Ref.: _____. We hereby accept his decision taken, if any, in this regard.

(प्रतिनिधि के तौर पर एवं कंपनी की ओर से हस्ताक्षर)
(Signature for and on behalf of the Company)

स्थान/Place:

दिनांक/Date :

UNDERTAKING

- 1. I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed supplies of the NIPHM and shall abide by them.*
- 2. I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.*

Dated at

(Dated signature of Tenderer with stamp of the firm)