



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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F. No: NIPHM/Stores/4/Printing/2019-20/18

Date: 13.12.2019

इ-निविदा सूचना
e-TENDER NOTICE

Sub: Invitation of **Online bids through e-procurement system in Two bid for "Printing & Supply of Annual Accounts, Annual Reports, Brochures, News Letters, Leaflets, Training Calendars, Posters IPM Packages etc. of NIPHM" – Reg.**

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Sir/Madam,

National Institute of Plant Health Management (NIPHM) an autonomous Institute under Ministry of Agriculture & Farmers Welfare, Govt. of India invites '**Online bids through e-procurement system (<https://eprocure.gov.in/eprocure/>) for "Printing & Supply of Annual Accounts, Annual Reports, Brochures, News Letters, Leaflets, Training Calendars, Posters IPM Packages etc. of NIPHM" in "Two bid" system from the reputed manufacturers/authorized distributors/dealers. The list of items are tentative quantities mentioned in the Annexure-II. The quantity of items may increase or decrease at the time of award of purchase order depending on the actual need/requirement of NIPHM.**

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

1. **Last Date & Time for submission of online bids** 15:00 hrs on 07.01.2020
2. **Date & Time for Opening online bids (Technical bids)** 16:00 hrs on 08.01.2020

Note:

1. Copy of Tender document is available in CPP Portal (URL: <https://eprocure.gov.in/eprocure/>) and NIPHM, Hyderabad website (URL: <https://niphm.gov.in>). Corrigendum/addendum, if any, will be published only in the website and separate communication will not be sent for the same.
2. Instructions regarding submission of online bids are available at URL: <https://eprocure.gov.in/eprocure/>
3. **Bids should be submitted through online only. Manual / physical bids will not be accepted.**

REGISTRAR I/c

1. SUBMISSION OF TENDER THROUGH ONLINE:

The Tender proposes two stage tender systems viz. (1) **Technical Bid** and (2) **Price Bid**.

- I Technical Bid : Bidders are requested to upload the required scanned (Cover-1) copies of files as per the following:**
- File-1 :** Profile of the Company – stating whether the firm is partnership/registered under the Companies Act along with its necessary enclosures.
Scanned copy of Company Information (filled & signed) as per Annexure – I
 - File-2 :** **Proofs in support of eligibility criteria as per the tender.**
Scanned copies of the documents / information (filled & signed) as per the ‘Eligibility Criteria’ Clause – 4
 - File-3 :** Scanned copy of Technical compliance sheet (filled & signed) for the items listed at Annexure – II
 - File-4 :** Scanned copy of EMD amount in the form of DD/FD/BC/BG.
 - File-5 :** Authorization letter and undertaking (as per Annexure-IV and Annexure-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.
Scanned copy of letters (filled & signed) as per Annexure – IV & V.

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

- I Price Bid : Bidders are requested to upload the price bid in BOQ as (Cover-2) per the uploaded format**

Note:

1. The Bidders should furnish the location with addresses and license details of the firm.
2. The Bidders shall furnish as part of the bid, documents establishing the Bidders eligibility to bid and its qualifications to perform the Contract if their tender is accepted.
3. The documentary evidence of the Bidder's qualifications shall be established to the satisfaction of NIPHM. However, the decision of Director General, NIPHM will be final in this regard.

2. GENERAL INSTRUCTIONS:

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 results in rejection of the bid.
2. Rates should be valid initially for one year from the date of signing of the award of contract. Rates/ prices should remain fixed during the entire period of the contract 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. 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.

4. The printers will be fully responsible for any loss in transit and will also be responsible for the safe delivery of material.
5. 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.
6. 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.
7. The printer should provide at least two proofs for corrections. The proofs should be delivered at NIPHM at the cost of the printers. Colour proof for title page should be given before printing.
8. After printing of the publication the agency should handover the soft copy (PDF & open file) to NIPHM.
9. Bid will be kept valid for acceptance for a period of 90 days from the day of opening financial bids.
10. The work should be completed and the printed publication is to be supplied within 07 days from the receipt of the work order.
11. Please enclose samples of papers for which quotations is submitted. The quality of paper should not vary at the time of printing.
12. The quantity of items may be increased or decreased depending on the actual need/requirement of NIPHM.
13. 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.
14. The Goods & Service Taxes (GST) where legally leviable and intended to be claimed should be distinctly shown along with the price quoted. Where this is not done it will be treated that the price is inclusive of GST. The Goods & Service Tax (GST) registration No. and date of its validity should be indicated. This Institute will not provide "C" & "D" forms, hence quote for the taxes actually leviable. The firm must quote their TIN No. , PAN No., (IT returns) etc. in the quotation (attested copies to be enclosed).

3. **CLARIFICATIONS IN THE TENDER**

- a. A prospective Bidder requiring any clarification regarding the Tender may address the Tender Inviting Authority by letter or by Fax upto 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> and <https://eprocure.gov.in/eprocure/>

I. 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 Bidders, is solely at the discretion of NIPHM. Such amendments will be notified on NIPHM's website and CPP Portal <https://eprocure.gov.in/eprocure/>
- 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 and CPP Portal <https://eprocure.gov.in/eprocure/>
- d. All the Bidders are advised to periodically browse NIPHM website <http://niphm.gov.in> and CPP Portal <https://eprocure.gov.in/eprocure/> 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 Bidders' failure to update the bid documents based on changes announced through the website.

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

III. The supplier shall not be entitled to any increase in the rates.

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

V. The Price should be quoted only in Indian Rupees.

VI. NIPHM NOT BOUND BY ANY PERSONAL REPRESENTATION

The supplier shall not be entitled to any increase in the rates or any other right or claim whatsoever by any representation, explanation or statement or alleged representation, promise or guarantee give or alleged to have been given to him by any person of the NIPHM.

VII. Indemnity: The Contractor shall warrant and be deemed to have warranted that all goods supplied against this contract are free and clean of infringement of any Patent, copy right or trade mark and shall at all times indemnify the Purchaser against all claims which may be made in respect of the goods for infringement of any right protected by patent.

VIII. *The employees of the NIPHM and their near relatives are not entitled to participate in this tender. If it is noticed at a later date that this condition is violated, the agreement in consequence of this tender is liable to be cancelled forthwith apart from legal action.*

IX. 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.

X FORCE MAJEURE CONDITIONS: If at times during the continuance of the Agreement/Contract, it becomes impossible by reason of war or war- like operations, epidemics, pestilence, earthquake, fire storm or floods, the firm shall during the continuance of such contingencies not be bound to execute the contract as per the agreement/contract.

The work shall be resumed immediately after the contingency/cies has/have ceased otherwise determined and the Successful Bidders obligations shall continue to be in force for correspondingly extended period after the resumption of execution. The successful Bidders shall however inform the NIPHM by registered post/fax about such Act duly certified by the commissioner of Labour at the beginning and end of the above causes of delay within 10 (ten) days of occurrence and cessation of such Force Majeure conditions.

In the event of delay lasting over one month, if arising out of cause of Force Majeure, the NIPHM reserves the right to cancel the contract without any compensation. Only events of Force Majeure which affects the order progressing at the time of its occurrence shall be taken in to cognizance. The NIPHM shall not be liable to pay extra costs due to delayed supplies made under Force Majeure.

XI DISPUTES AND ARBITRATION:

- a) All matters relation to any dispute which may arise during the execution of the contract shall be referred to Arbitration of an Arbitrator to be mutually agreed upon between the parties. On the whole, provisions of the Arbitration and Conciliation Act, 1996 shall prevail.
- b) The venue of such Arbitration shall be at Hyderabad only. Arbitration suits or any other claims filed in any Court of Law outside Hyderabad City will not be binding on NIPHM.

XII JURISDICTION: Subject to the above Clause, it is hereby agreed that Hyderabad City shall have jurisdiction to decide or adjudicate upon any dispute which may arise out of or be in connection with this contract agreement. The contract shall be governed by the Laws of Union of India/Government of Telangana in force.

4. पात्रता मानदंड/ ELIGIBILITY CRITERIA:

निविदाकारों को निविदा को कोटिंग करने के लिए निम्नलिखित पात्रता मानदंड को पूरा करना होगा एवं खंड-I के अनुसार अपनी पात्रता प्रमाणित करने के लिए स्कैन हुई दस्तावेजों की प्रतियां अपलोड की जानी चाहिए।

The Bidders should meet the following Eligibility Criteria for quoting the tender and the scanned document copies to prove their Eligibility should be uploaded as per the Clause-1.

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 31.03.2019.	Copies of Work Orders and certified of services in the area of printing works in the prescribed format enclosed at appendix-I
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 2016-17, 2017-18, 2018-19	Certified copies of Audited Statement of Accounts (Balance Sheet, Profit and Loss statement, Notes on Accounts) for the last three financial years (i.e. 2016-17, 2017-18, 2018-19.) 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	The firm(s) shall require to submit the EMD of Rs. 19,500/- in the form of Account Payee DemandDraft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (to remain valid for a

		period of 45 days beyond final bid validity) from any of the Commercial Banks. or payment online in an acceptable form. However preferably in Fixed Deposit Receipt /Term Deposit Receipt mode should be drawn in favour of 'NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT' payable at Hyderabad..
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5. **Scope of the Work:**

- a. 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 2019-20

- d. Director General, NIPHM reserves the right to reject any or all the quotations received without assigning any reason whatsoever.
- a) **Terms of Supply:** The firm should supply the items **within 7 DAYS** from the date of purchase order.
- b) **PRICE BID VALIDITY: Bids shall remain valid initially for one year from the date of award of contract.** However, the purchaser reserves the right to seek consent for an extension of the period of validity.
- c) **Rates and Prices** Bidders should quote the rates in the format given in Price Bid - Annexure – III. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over writings are permissible. Price quoted shall be firm and final.
- d) **Prices quoted should be for FREE DELIVERY at NIPHM, Hyderabad-500 030.**
- e) The percentage of GST, surcharge, if applicable and other levies legally leviable and intended to be claimed should be clearly indicated in the tender. Where this is not done, no claim on these accounts would be admissible later.

6. SIGNING OF BIDS

Individual signing the tender or other documents connected with contract must specify whether he / she 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 Bidder or a person or persons duly authorised to bind the Bidder to the Contract. **Bidders 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 authorised to sign the bid. Tender documents should be free from over writing.

7. ACCEPTANCE OF TENDER / CONDITIONS OF THE CONTRACT

- 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 Bidder shall have no right to withdraw his Tender and **Prices payable to the Supplier as stated in the Contract shall be final and not subject to any adjustment during performance of the Contract valid from the date of agreement.**
- c. If a tenderer withdraws the tender after the closing date specified in the tender (or) in the case of the Successful Tenderer failing to supply the items as per specification mentioned in the purchase order or does not accept the purchase order for any reason, whatsoever, penalty of 10% of value of order shall be imposed/levied as liquidated damages, apart from forfeiture of EMD.
- d. 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.
- e. After acceptance of the Tender, NIPHM would issue Letter of Acceptance (LOA)/award the purchase order only to the Successful Bidder. NIPHM also reserve the right to issue Purchase Orders to more than one Bidder under rate contract. The letter of acceptance will include the details along with terms and conditions of the tender.

7.1 EMD Amount and Mode of Submission:

Rs. 19,500/- (Rupees nineteen thousand and five hundred only). The Demand Draft/Bankers Cheque/FD/BG from a Nationalized bank/Scheduled Bank should be drawn in favour of “NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT”, payable at Hyderabad-500 030 should be submitted to the office on or before tender closing date & time. If EMD is not received by closing date & time, tender should be rejected.

- a) “The EMD amount of the unsuccessful Bidders will be returned after the acceptance of the successful Tenders within a reasonable time on or before 30th day of the award of the contract.

- b) The EMD amount held by NIPHM till it is returned to the unsuccessful Tenderers will not earn any interest thereof.
- c) The EMD amount of Successful Tenderers will be adjusted as part of the Security Deposit (SD) due for successful execution of the contract.
- d) Tenders **without** EMD amount will be **rejected** by NIPHM as non-responsive. If the tenderer is exempted from submission of EMD, they should enclose the copy of the supporting document / certificate issued by Government along with the Tender.
- e) If a Tenderer withdraws the tender during the period of tender validity specified in the tender (or) in the case of the Successful Tenderers, if the Tenderer fails to sign the contract or to remit Security Deposit, the EMD amount shall be forfeited to the NIPHM.

8. PAYMENT OF SECURITY DEPOSIT (SD):

- a. The Successful firm(s) shall require to deposit 5% of order value as Security deposit/Performance Security either by means of demand draft or irrevocable Bank Guarantee obtained from any Nationalized/Scheduled banks in favour of National Institute of Plant Health Management (NIPHM), Hyderabad which should remain valid for 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligation. The security deposit will be released/discharged after 60 days of completion all contractual obligations of the supplier including warranty obligation.
- b. The security deposit shall be forfeited, if the successful bidder fails to supply the stores as per specifications mentioned in the tender/P.O or does not accept the assigned work for any reason, whatsoever.

9. EXECUTION OF AGREEMENT:

- a) The successful Bidder is required to execute enter into an Agreement on non-judicial stamp paper of Rs.100/- for fulfilment of the contract. Along with the Agreement the required Security Deposit shall be remitted.
- b) The successful Bidders shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or Body Corporate for the execution of the contract or any part thereof.

10. LIQUIDATED DAMAGES: The liquidated damages will be applicable under the following circumstances:

- i. If the deliverables are not submitted as per the stated schedule and time, or are not acceptable to the NIPHM due to poor quality or deviation from given specifications, or if defects are not rectified to the satisfaction of the NIPHM within 15 days of the receipt of the communication from NIPHM, the Contractor shall be liable for paying liquidated damages at 0.5% of the contract value per week, subject to a maximum of 5% of contract value.
- ii. Any delay beyond the stated delivery period, NIPHM shall be free to terminate the contract and get the work done from an alternate source, at the risk of the contractor, besides forfeiting Security Deposit. The decision of the NIPHM as to the period of delay on the part of the contractor and the quantum of compensation for such delay shall be final and binding on the contractor.

iii. If the contractor is hindered in carrying out the work on account of delayed decision or the approval by the NIPHM, which are necessary to carry out further work, he will be allowed suitable extension of time by competent authority of the NIPHM.

11. REJECTION OF TENDER:

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

12. TERMS OF PAYMENT:

- a. All the payment shall be made within 15 days by Cheque/DD/RTGS/NEFT after supply and final acceptance by the designated officer.
- b. The Supplier/firm should submit the invoice in triplicate. The invoice should contain the Goods & Service Tax (GST) registration number and there should not be any overwriting/cuttings/corrections. An advance stamped receipt should be enclosed along with invoice.
- c. The NIPHM shall be at liberty to withhold any of the payments in full or in part subject recovery of penalties mentioned in the Tender.

13. EXTENSION OF CONTRACT:

The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on the same terms and conditions on half year/yearly basis subject to a maximum period of another two years.

14. OTHER TERMS AND CONDITIONS

1. 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.
2. Disclosure of Rate Contracts: The firm should submit the self-attested rate contracts executed with other department /organizations.
3. 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.
4. 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.
5. 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.
6. The decision of Competent Authority, NIPHM will be final in all matters pertaining to this tender and no further correspondence will be entertained.

15. 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.

1. 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 GST 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 2016-17, 2017-18, 2018-19. Enclose copies	
6. Total Experience (in Years) as on 31.03.2019	

प्राधिकृत अधोहस्ताक्षरी का हस्ताक्षर
Signature of authorised signatory
नाम/Name :

पदनाम/Designation

मोहर/ Seal :

16. **TECHNICAL SPECIFICATION**

संलग्नक/Annexure-II

Sl. No.	Name of the work/Items	Specifications	Qty	No. of Page Slabs	Sizes					
					11 X 8.5 “	1/4th demy	1/8th demy	A4 Size	A5 Size	18cm x 24 cm
1	Cover page Cost (Including front and back side - 4 pages) and Text paper rate per leaf i.e. 2 pages to be quoted The quote shall include providing Paper, Plate making, Designing, multicolour Printing & Processing, Lamination (Glossy), pinning, Creasing /folding, typesetting, perfect binding etc	Cover Page: 250 GSM (4pages) Inner Page: 100 GSM Indian Art Card	1--50 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
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			51-100 copies	1-50 pages						
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					301-400 pages								
					401-500 pages								
2	Cover page Cost (Including front and back side - 4 pages) and Text paper rate per leaf i.e. 2 pages to be quoted The quote shall include providing Paper, Plate making, Designing, multicolour Printing & Processing, Lamination (Glossy), pinning, Creasing /folding, typesetting, perfect binding etc	Cover Page: 250 GSM (4 Pages) Inner Page: 130 GSM Indian Art Card		1--50 copies	1-50 pages								
					51-100 pages								
					101-200 pages								
					201-300 pages								
					301-400 pages								
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				301-400 pages						
				401-500 pages						
			501-1000 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
3	Cover page Cost (Including front and back side - 4	Cover Page: 220 GSM (4 Pages)	1--50 copies	1-50 pages						
				51-100 pages						

	pages) and Text paper rate per leaf i.e. 2 pages to be quoted The quote shall include providing Paper, Plate making, Designing, multicolour Printing & Processing, Lamination (Glossy), pinning, Creasing /folding, typesetting, perfect binding etc	Inner Page: 100 GSM Indian Art Card		101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			51-100 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			101-150	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			151-200 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			201-300 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			301-500 copies	1-50 pages						
				51-100 pages						
				101-200 pages						

				201-300 pages						
				301-400 pages						
				401-500 pages						
			501-1000 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
4	Cover page Cost (Including front and back side - 4 pages) and Text paper rate per leaf i.e. 2 pages to be quoted The quote shall include providing Paper, Plate making, Designing, multicolour Printing & Processing, Lamination (Glossy), pinning, Creasing /folding, typesetting, perfect binding etc	Cover Page: 250 GSM (4 Pages) Inner Page: 80 GSM Maplitho paper Indian Art Card	1--50 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			51-100 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			101-150	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			151-200 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						

				301-400 pages						
				401-500 pages						
			201-300 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			301-500 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			501-1000 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
5	Cover page Cost (Including front and back side - 4 pages) and Text paper rate per leaf i.e. 2 pages to be quoted The quote shall include providing Paper, Plate making, Designing, multicolour Printing & Processing, Lamination (Glossy), pinning, Creasing /folding, typesetting, perfect	Cover Page: 300 GSM (4 Pages) Inner Page: 130 GSM Indian Art Card	1--50 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			51-100 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						

	binding etc			401-500 pages							
			101-150	1-50 pages							
				51-100 pages							
				101-200 pages							
				201-300 pages							
				301-400 pages							
				401-500 pages							
			151-200 copies	1-50 pages							
				51-100 pages							
				101-200 pages							
				201-300 pages							
				301-400 pages							
				401-500 pages							
			201-300 copies	1-50 pages							
				51-100 pages							
				101-200 pages							
				201-300 pages							
				301-400 pages							
				401-500 pages							
			301-500 copies	1-50 pages							
				51-100 pages							
				101-200 pages							
				201-300 pages							
				301-400 pages							
				401-500 pages							
			501-1000 copies	1-50 pages							
				51-100 pages							
				101-200 pages							
				201-300 pages							
				301-400 pages							
				401-500 pages							

6	Cover page Cost (Including front and back side - 4 pages) and Text paper rate per leaf i.e. 2 pages to be quoted The quote shall include providing Paper, Plate making, Designing, multicolour Printing & Processing, Lamination (Glossy), pinning, Creasing /folding, typesetting, perfect binding etc	Cover Page: 170 GSM (4 Pages) Inner Page: 90 GSM Indian Art Card	1--50 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			51-100 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			101-150	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			151-200 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			201-300 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			301-500	1-50 pages						

			copies	51-100 pages									
				101-200 pages									
				201-300 pages									
				301-400 pages									
				401-500 pages									
			501-1000 copies	1-50 pages									
				51-100 pages									
				101-200 pages									
				201-300 pages									
				301-400 pages									
				401-500 pages									
7	Cover page Cost (Including front and back side - 4 pages) and Text paper rate per leaf i.e. 2 pages to be quoted The quote shall include providing Paper, Plate making, Designing, multicolour Printing & Processing, Lamination (Glossy), pinning, Creasing /folding, typesetting, perfect binding etc	Cover Page: 130 GSM (4 Pages) Inner Page: 130 GSM Indian Art Card	1--50 copies	1-50 pages									
				51-100 pages									
				101-200 pages									
				201-300 pages									
				301-400 pages									
				401-500 pages									
			51-100 copies	1-50 pages									
				51-100 pages									
				101-200 pages									
				201-300 pages									
				301-400 pages									
				401-500 pages									
			101-150	1-50 pages									
				51-100 pages									
				101-200 pages									
				201-300 pages									
				301-400 pages									
				401-500 pages									
			151-200 copies	1-50 pages									
				51-100 pages									

				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			201-300 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			301-500 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			501-1000 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
8	Cover page Cost (Including front and back side - 4 pages) and Text paper rate per leaf i.e. 2 pages to be quoted The quote shall include providing Paper, Plate making, Designing, multicolour Printing & Processing, Lamination	Cover Page: 170 GSM (4 Pages) Inner Page: 170 GSM Indian Art Card	1--50 copies	1-50 pages						
				51-100 pages						
				101-200 pages						
				201-300 pages						
				301-400 pages						
				401-500 pages						
			51-100 copies	1-50 pages						
				51-100 pages						
				101-200 pages						

(Glossy), pinning, Creasing /folding, typesetting, perfect binding etc		201-300 pages					
		301-400 pages					
		401-500 pages					
	101-150	1-50 pages					
		51-100 pages					
		101-200 pages					
		201-300 pages					
		301-400 pages					
		401-500 pages					
	151-200 copies	1-50 pages					
		51-100 pages					
		101-200 pages					
		201-300 pages					
		301-400 pages					
		401-500 pages					
	201-300 copies	1-50 pages					
		51-100 pages					
		101-200 pages					
		201-300 pages					
		301-400 pages					
		401-500 pages					
	301-500 copies	1-50 pages					
		51-100 pages					
		101-200 pages					
		201-300 pages					
		301-400 pages					
		401-500 pages					
	501-1000 copies	1-50 pages					
51-100 pages							
101-200 pages							
201-300 pages							

			301-400 pages						
			401-500 pages						

Sl. No.	Item Description	Tentative Quantity (in No's) Slabs	6+1 sheets Back to Back printing (Incl. GST)
9	Calendar Size: A2 Size A2 size Type of paper : 130 GSM Indian art paper 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)	1-250	
		251-500	
		501-1000	
		1001-1500	
		Above 1500	
10	Calendar Size: A2 Size A2 size Type of paper : 170 GSM Indian art paper 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)	1-250	
		251-500	
		501-1000	
		1001-1500	
		Above 1500	

Printing & Supply of Brochures (multifold):

Sl. No.	Specifications	Tentative Quantity (in No's) Slabs	A4 Size (Incl. GST)	A3 Size (Incl. GST)	22X8.5" (Incl. GST)	Remarks
11	100 GSM Art Paper	1-250				
		251-500				
		501-1000				
		1000-1500				
		1501-2000				
		2001-3000				
		3001-4000				
		4001-5000				
12	130 GSM Art Paper	1-250				
		251-500				
		501-1000				
		1000-1500				
		1501-2000				
		2001-3000				

		3001-4000				
		4001-5000				

Printing & Supply of Posters:

Sl. No.	Specifications	Tentative Quantity (in No's) Slabs	A4 Size (Incl. GST)	A3 Size (Incl. GST)	A2 Size (Incl. GST)	Remarks
13	100 GSM Art Paper	1-250				
		251-500				
		501-1000				
		1000-1500				
		1501-2000				
		2001-3000				
		3001-4000				
		4001-5000				
14	130 GSM Art Paper	1-250				
		251-500				
		501-1000				
		1000-1500				
		1501-2000				
		2001-3000				
		3001-4000				
		4001-5000				

1. Bidders are requested to upload the price bid in BOQ as per the uploaded format in CPP Portal.
2. **L1 will be arrived based on the basic price quoted (Exclusive of taxes).**

Note:

1. Items should be delivered at NIPHM
2. Prices should be quoted only in Indian rupees only.
3. **The prices will be calculated as per prorated basis in respective slab i.e. price will be calculated based on the actual no. of copies and pages.**
4. **The order may not be issued for highest no. of copies in the respective slab. The no. of copies will be based on the requirement of the institution.**

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

(Printout to be submitted on the issuing authority letterhead)

Date: _____

TO WHOMSOEVER IT MAY CONCERN

M/s. _____ (Name of the Agency) is an empanelled agency of this Organization (Name of the Organization) and providing the services of publication of advertisements since _____. The services of the agency are found to be satisfactory.

(Authorized Signatory)

i. **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.
तेलंगाना /Telangana,

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 :

ii. **FORMAT FOR UNDER TAKING**

UNDERTAKING

- a. मैं/हम वचन देता हूँ /देते हैं कि मैंने/हमने सभी निबंधन एवं शर्तों को सावधानीपूर्वक अध्ययन कर लिया है एवं रावस्वाप्रसं (एनआईपीएचएम) के प्रस्तावित आपूर्ति संबंधी मानदण्डों को समझ लिया है तथा उल्लिखित सभी मानदंडों का अनुपालन करूंगा/करेंगे।

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.

- b. मैं/हम यह भी वचन देता हूँ/ देते हैं कि मैंने/हमने दिनांक----- के निविदा के संलग्नक-IIमें उल्लिखित आपूर्ति करने संबंधी मानदण्डों एवं तकनीकी विनिर्देशन विशिष्टि”को समझ लिया है एवं “आपूर्ति संबंधी मानदण्डों एवं विनिर्देशन विशिष्टि’के अनुसार आपूर्ति करूंगा/करेंगे” ।

I/We also undertake that I/We have understood “Parameters and Technical Specifications for making the supplies” mentioned in Annexure-II of the Tender dated _____ and shall make the supplies strictly as per these “Parameters and Technical Specifications for the supplies”.

- c. मैं/हम आगे यह भी वचन देता हूँ
/देते हैं कि इस निविदा में सभी संदर्भों में दी गई सूचनाएं मेरी अधिकतम जानकारी के अनुसार सही और सत्य है एवं मैं/हम इसके प्रति पूरी जिम्मेदारी लेता हूँ /लेते हैं।

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.

दिनांक :

(कंपनी के मोहर सहित निविदाकार के हस्ताक्षर एवं दिनांक)

Dated at (Dated signature of Bidder with stamp of the firm)

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION :

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

SEARCHING FOR TENDER DOCUMENTS:

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

PREPARATION OF BIDS :

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS :

- 1) Bidder should log into the e-procure website well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable **and** enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the while coloured (unprotected) cells with their respective financial quotes and other details(such as name of the bidder). No other cells should be changed. Once the Details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the

time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.