



Govt. of India
National Disaster Management Authority
“NDMA Bhawan”, A-1, Safdarjung Enclave,
New Delhi – 110029, Tele: 011-26701270

File No. A-15/14/2018-Gen. dated 06/03/2023

BID DOCUMENT

(OPEN TENDER)

**For Empanelment of Printers for Printing of Guidelines / Manuals/publications
in National Disaster Management Authority,
New Delhi**

(Visit us at www.ndma.gov.in)

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F.No. A-15/14/2018-Gen.
GOVERNMENT OF INDIA
NATIONAL DISASTER MANAGEMENT AUTHORITY
A-1, Safdarjung Enclave. New Delhi -29

Dated 06.03.2023

E-NOTICE INVITING TENDER

National Disaster Management Authority, A-1, Safdarjung Enclave on behalf of the President of India invites online bids in two bid system (Technical & Financial) from specialized agencies for empanelment of printers for **printing of NDMA Guidelines / Manuals / Publications etc.** during the period of two years commencing from the date of signing of agreement. The details are as mentioned in the tender document.

Manual bids shall not be accepted.

The Tender Document floated for the purpose can be downloaded only from www.eprocure.gov.in/eprocure/app and bid can **only** be submitted through the same website. Bid submitted other than on CPP portal will not be accepted. Important dates related to this tender are furnished below for information:

Critical Date Sheet

Sl. No.	Particulars	Date	Time
01	Date of Online Publication of Tender	06/03/2023	17.00 Hrs.
02	Tender Document Download Start Date	06/03/2023	17.30 Hrs.
03	Bid Submission Start Date	06/03/2023	18.00 Hrs.
04	Bid submission Close Date	03/04/2023	15.00 Hrs.
05	Opening of Technical Bids	04/04/2023	16.00 Hrs.

Interested parties may submit online bids on or before the prescribed last date of submission of Tender on the website <https://eprocure.gov.in/eprocure/app>.


(Ashok Kumar Gupta)
Under Secretary (General)
National Disaster Management Authority,
A-1 Safdarjung Enclave,
New Delhi-110029,
Phone No. 26701270

Email: sogen@ndma.gov.in

TENDER DOCUMENT

DETAILED INFORMATION/TERMS & CONDITIONS

National Disaster Management Authority, A-1, Safdarjung Enclave on behalf of the President of India invites e-bids in two bid system (Technical & Financial) from specialized agencies for **printing of NDMA Guidelines / Manuals / Books etc.** as per specification given in **Annexure-I** for National Disaster Management Authority at NDMA Bhawan, Safdarjung Enclave, New Delhi. Bids shall be submitted online only at CPPP website www.eprocure.gov.in/eprocure/app. Tenderers /contractors are advised to follow the instructions provided as per **Annexure-X** and also provided in the 'Instructions to the Contractors/Tenderers for the e-submission of the bids **online** through the Central Public Procurement Portal for e-procurement at above mentioned site. The schedule of the Critical Date Sheet is as under:-

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Bids to be submitted online in two packet system only:

1. Technical Bid

Technical bid should contain signed and scanned copy of the following documents:

- (a). Check list in the format given in Annexure – III.
- (b). Goods & Service Tax Registration Certificate.
- (c). Turn over certificate (which should be of atleast Rs. 30 lakhs per annum) from Chartered Accountant/Cost Accountant for last two Financial Years (**i.e. 2020-21 & 2021-22**).
- (d). Certificate of satisfactory performance (**for previous two years i.e. 2020-21 & 2021-22**) in similar services from a Central Govt. Ministry or Deptt. / State Govt. / PSU.
- (e). The firm should have executed jobs costing Rs. 20-25 Lakhs in the last 2 years from Government Agencies.
- (f). There is no tender fee for the bidders who download the tender documents from the website
- (g). Bid Security in the form of Account Payee Demand Draft/FDR/ Banker's Cheque of **Rs. 60, 000/-** in favour of DDO, NDMA.
or
Receipt/Challan of RTGS/NEFT payment of Bid Security of **Rs.60,000/-** in favour of PAO, NDMA.