



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
"NDMA Bhawan", A-1 Safdarjung Enclave,
New Delhi –110029
Tel. No. 26701878



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No1-161/2015-PP (Pt. V)

Dated:05.10.2016

To

(As per attached list of dealers)

Subject: Printing of Handbook for AMCDRR - 2016

Sir,

I am directed to inform that this Authority intends to award printing work of Asian Ministerial Conference for Disaster Risk Reduction - 2016 Handbook. It is requested that sealed quotations may be sent to the undersigned at NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi – 110029 on or before 14.10.2016 at 3.00 PM. The tender will be opened on the same day at 3.30 PM in front of the representative of the firms. A copy of the terms and conditions for printing of aforesaid items are enclosed herewith as Annexure-I and the price bid is enclosed as Annexure-II.

Yours faithfully,

Sd/-

(Bhupinder Singh)
DS (PR&AG)

Encls : As above.

Copy to: Computer cell, NDMA with request that the tender may be uploaded / displayed on the NDMA website.

**TERMS AND CONDITIONS FOR QUOTATION FOR PRINTING OF HANDBOOK
FOR AMCDRR 2016**

1. The rates for the items may be quoted in the prescribed proforma given at Annexure –II and the rates may be quoted both in words and figures.
2. The firm must have experience of three similar works in any Central/ State Govt. Departments/Ministries etc. Work orders as a proof for three similar works to be enclosed. PAN and CST/VAT registration certificate document duly signed & stamped accepting all the terms and condition of tender. Samples should be enclosed with the technical bid.
3. The firms should have turnover of more than Rs. 50 lakhs during previous three financial years.
4. The materials/samples will be collected from NDMA Bhawan, at A-1, Safdarjung Enclave, New Delhi and bound reports and booklets, printed material as the case may be. Printed material will be delivered within the stipulated time to the office without any additional charge for cartage / labour, etc
5. The component of taxes, if any, should be indicated separately and clearly in the quotations. This should not be added on in the basic prices of the items of work.
6. The quality of work will be inspected by an authorized officer of the Authority and if found to be sub-standard or of poor quality or if the job has not been executed as per the instructions, the bound/printed material will not be accepted by the Authority. The firm shall be responsible for any loss/damage etc., which might be caused to the original material or books etc. of this Authority. The loss would be adjusted from security deposit or any dues payable to the firm at the appointed time. The charges of bills will be inclusive of all editing, designing and proof readings.
7. The evaluation shall be done on basis of total package cost of all the items and accordingly L1 shall be selected. The comparison for evaluation shall be of price of the goods offered inclusive of all taxes and levies. However, the exact work will be placed based on the actual requirement.
8. Payment generally made within 30 days from the date of receipt of valid bills in the office of NDMA.
9. The Tender is liable to be cancelled without notice if the work is not found satisfactory or the work is not completed within the stipulated time.
10. This Authority reserves the right to accept or reject any quotations in whole or in part at any time without assigning any reasons thereof.

11. The contract should be valid for a period of 3 months from the date of award of work/signing of the contract.
12. The bidder will deposit an amount of Rs. 10,000/- (Rupees ten thousand only) as account payee bank draft/Banker's cheque / Bank Guarantee drawn in favour of DDO, NDMA payable at New Delhi as Earnest Money Deposit (EMD).
13. The earnest money deposited by the bidder will be forfeited or appropriated towards loss caused to the Govt. on account of non-acceptance of work contract by the successful bidder. The EMD of unsuccessful bidder would be returned after finalization of Tender.
14. The decision of the Authority regarding the interpretation of the terms & conditions of the contract or any dispute arising out of it will be final and binding on the firm.
15. Notwithstanding anything contained in the above, the Authority reserves the right to terminate the contract at any stage without assigning any reason thereto.
16. The successful bidder will have to deposit performance security amounting to 10% of the tender cost and in the shape of Bank Guarantee valid for 5 months w.e.f. the date of award of the contract before any supply order is placed. The security money will be forfeited if the firm fails to perform any of the terms or conditions of the Tender.
17. The item should be of prescribed specifications. In case it is found that the items supplied are of sub-standard or of unacceptable nature, it would be open to this office to return the supplies or even forfeit the security money.
18. The firm shall be responsible for delivery of items in office as per supply order in good condition. Selected firms should deliver the items at site free of cost.
19. The firm shall replace any item at its own cost, if not found in good condition, substandard or not as per the specifications.
20. In case of bad quality of material, a penalty of Rs. 20,000/- shall be imposed on the firm.
21. The above particulars are also available on NDMA website i.e. www.ndma.gov.in
22. Tenderer will supply NDMA sample with the same specifications as specified in the quotation form and dummy of the same in actual specification and size.
23. **LIQUIDATED DAMAGES:-**

23.1 The date of supply of printed materials to NDMA stipulated in the acceptance of the tender should be deemed to be the essence of the contract and delivery must be completed not later than the dates specified therein. Extension will not be given except in exceptional circumstances. Should, however, supply of printed materials be made after expiry of the

contracted delivery period, without prior concurrence of the purchaser and be accepted by the consignee, such delivery will not deprive the purchaser of his right to recover liquidated damage.

23.2 Should the supplier fails to deliver the order within the period prescribed for delivery, the purchaser shall be entitled to recover 0.5 % of the value of the delayed supply for each week of delay or part thereof subject to a maximum of 10%. LD charges shall be levied as above on the total value of the Purchase Order. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier

24. ARBRITRATION

24.1 In the event of any question, dispute or difference arising under the agreement in connection herewith (except as to matters, the decision to which is specifically provided under this agreement) the same shall be referred to sole arbitration of the NDMA. Member, NDMA shall appoint an Arbitrator. In case his designation of the Arbitrator is changed or his office is abolished then in such case to the sole Arbitration of the officer for the time being entrusted whether in addition to the function of the NDMA or by whatever designation such officer may be called (herein after referred to as the said officer) and if the NDMA or the said officer is unable or unwilling to act as such, than to the sole arbitration of some other person appointed by the NDMA or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof.

24.2 The arbitrator may from time to time with the consent of both the parties extend the time frame for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

24.3 The venue of the arbitration proceeding shall be the NDMA at New Delhi or such other place as the arbitrator may decide.

The rates of the individual items are enclosed in the prescribed proforma.

THE TERMS AND CONDITIONS MENTIONED ABOVE ARE AGREED TO

Name of the firms -----

Signature in full with date-----

Telephone Number-----

e-mail-----

**Quotations for printing of printing of Hand Book for Asian Ministerial
Conference for Disaster Risk Reduction - 2016**

Name of the firm (in Block letter) :

Complete Address (With telephone No.):

In response to the tender inquiry letter No. ----- dated the -----.

We hereby submit our quotations for printing.

S. N o.	Item description	Estimated Quantity (units) (a)	Rate (in Rs. per unit) (b)	Total (in Rs.) excluding VAT (c)=(a) x (b)	Taxes	Total including taxes (both in words & figures)
1.	Hand Book Specifications : <ul style="list-style-type: none"> • Estimated number of pages Min 20 (+-4) pages set in colour • Paper : Covers: 240 GSM Imported Art Card Inside Pages: 120 GSM Imported Art Paper • Size approx (Closed) 8.25" (width) X 11.75" (Height) • (Open)16.5" (width) X 11.75" (Height) Binding : Centre stapled	5000 copies				
	TOTAL AMOUNT (Both in Words and Figures)					

Signature in full with date----- Telephone No.-----