



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

File No. D-15020/01/2014- Gen. dated 21.03.2014

BID DOCUMENT (OPEN TENDER)

**For Printing of Annual Report / Guidelines / Manuals
in National Disaster Management Authority,
New Delhi**

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

Not transferable

Price of Bid Document: 200.00

Total Number of Pages: 36

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SECTION – I

NATIONAL DISASTER MANAGEMENT AUTHORITY
A-1, Safdarjung Enclave, New Delhi -29

No. D-15020/01/2014- Gen. dated 21 .03.2014

NOTICE INVITING TENDER

Office of Issue : National Disaster Management Authority, General Section,
A-1 Safdarjung Enclave, New Delhi-110029,

Date of issue of Bid document : 21.03.2014
Tender No. : D-1520/01/2014-Gen.
Tender Forms Available From : Section Officer (Gen), National Disaster Management
Authority, General Section, A-1 Safdarjung Enclave, New
Delhi-110029

Due date of Receipt : up to 16.04.2014, Time 15.30 Hrs.
Date of opening Technical Bid : 16.04.2014, Time 16.00.Hrs.
Date of opening Financial Bid : to be intimated later

Wax sealed tenders under two bid systems (technical & financial) are invited for and on behalf of the President of India from for printing of NDMA Guidelines / Manuals / Annual Reports from reputed printers as per specification given in Annexure-I .

Vendor Eligibility Conditions: -

- (a). The bidder/firm should have annual turnover of more than 30 lakhs during each of previous two financial years i.e. in 2011-12, 2012-13
- (b). The bidder should have service tax and Income Tax registration.
- (c). The bidder should have at least two – years experience; certificate of satisfactory performance in similar services preferably with Central Govt./State Govt./Public Sector shall be provided.
- (d). The firm should have executed jobs costing Rs. 20-25 Lakhs in the last 2 years from Government Agencies (Relevant documents to be submitted).
- (e). A certificate on the letter head of the firm declared that, the firm has not been even debarred / Black listed by any organization, if any (attach the copy).

Bidders shall have to deposit bid security of Rs. 1,00,000/- (Rs one lakh only) in the form of Demand Draft on any scheduled bank at Delhi in favour of DDO, NDMA, New Delhi-29 along with the bid.

Intending eligible bidders may obtain copy of the bid document from the Section Officer (Gen), National Disaster Management Authority, A-1 Safdarjung Enclave, New Delhi-110029, on payment of Rs. 200/- (Rs Two hundred only) (non refundable) up to 16.04.2014 from 11.00 Hrs. to 13.00 Hrs. The payment will be accepted in the form of crossed Demand Draft on any scheduled Bank at Delhi/ New Delhi drawn in favour of "DDO, NDMA, Delhi-29. Time for submission of bids would be up to 15.30 hrs on 16.04.2014 and the technical bid will be opened at 16.00 hrs on 16.04.2014. Only technically qualified successful

bidders would be called to attend opening of financial bid and date & time for opening of financial bid will be intimated later.

Tenders inquiry is also available on our portal at www.ndma.gov.in. Undersigned and Shri Deen Dayal, Section officer (General) [Phone No. 26701829] may also be contacted for any clarification.

This office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Secretary, NDMA, Govt. of India, in this regard shall be final and binding on all.

The bid shall not be accepted after this deadline under any circumstances whatsoever.

(Partha Kansabanik)
Under Secretary (General)
For & on behalf of the President of India
National Disaster Management Authority,
A-1 Safdarjung Enclave,
New Delhi-110029,
Phone No. 24601796

SECTION - II
INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. DEFINITIONS:

- (a) "The NDMA" means the National Disaster Management Authority.
- (b) "The Bidder" means the individual or firm who participates in this tender and submits its bid.
- (c) "The Supplier" means the individual or firm or Printing Vendor providing the services under the agreement.
- (d) "The Work Order" means the order placed by the NDMA on the Supplier signed by the NDMA including all attachments and appendices thereto and all documents incorporated by reference therein. The Work Order shall be deemed as "Agreement" appearing in the document.
- (e) "The Contract Price" means the price payable to the Supplier under the Work Order for the full and proper performance of its contractual obligations.
- (f) The selected bidder herein after called as Printing vender undertake to provide service of the printing of NDMA Guidelines / Manuals / Annual Reports subject to the terms and conditions contained in the agreement for which an agreement prescribed by NDMA has to be signed.
- (g) The number of printing of Guidelines / Manuals / Annual Reports may vary from time-to-time during the currency of the contract due to addition of new demands.

2. ELIGIBLE BIDDERS:

This invitation for bids is open to:

- (a). The bidder/firm should have turnover of more than 30 lakhs during previous two financial years i.e. for 2011-12 and 2012-13
- (b). The bidder should have service tax and Income Tax registration.
- (c). The bidder should have at least two – years experience; certificate of satisfactory performance in similar services preferably with Central Govt./State Govt./Public Sector shall be provided.
- (d). The firm should have executed jobs costing Rs. 20-25 Lakhs in the last 2 years from Government Agencies (Relevant documents to be submitted).
- (e). A certificate on the letter head of the firm declared that, the firm has not been even debarred / Black listed by any organization, if any (attach the copy).

3. COST OF BIDDING:

The bidder shall bear all costs associated with the preparation and submission of the bid. The NDMA, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding proc

B. THE BID DOCUMENTS:

4. BID DOCUMENTS:

4.1 The goods required, bidding procedures and contract terms are prescribed in the Bid Documents. The Bid Documents include:

- (a) Tender Notice
- (b) Instruction to Bidders
- (c) General (Commercial) Conditions of the Contract
- (d) Schedule of Requirements
- (e) Printing specification
- (f) Format for Contract form
- (g) Format for Bid Form
- (h) Format for Performance Security Bond Form
- (i) Format for Letter of authorization to attend bid opening
- (j) Price Schedules
- (k) The check list

4.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid at the technical bid opening stage.

5. CLARIFICATION OF BID DOCUMENTS:

A prospective bidder, requiring any clarification of the Bid Documents shall notify the NDMA in writing at the NDMA's mailing address indicated in the Invitation for Bids. The NDMA shall respond in writing to any request for clarification of the Bid Documents, which it receives not later than one week prior to the date for the submission of bids. Copies of the query (without identifying the source) and clarifications by the NDMA shall be sent to all the prospective bidders who have received the bid documents.

6. AMENDMENT OF BID DOCUMENTS:

6.1 At any time, prior to the date of submission of bids, the NDMA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments.

6.2 The amendments shall be notified in writing or by Fax or by e-mail to all prospective bidders on the address intimated at the time of purchase of bid document from the NDMA and these amendments will be binding on them.

6.3 In order to afford prospective bidders reasonable time in which to take the amendments into account in preparing their bids, the NDMA may, at its discretion, extend the deadline for the submission of bids suit

C. PREPARATION OF BIDS

7. DOCUMENTS COMPRISING THE BID:

The bid prepared by the bidder shall comprise of (1) The Technical bid and (2) Financial bid:

7.1 The Technical Bid shall contain the following documents.

- a). Valid Service TAX Registration Certificate.
- (b). Turn over certificate from Chartered Accountant / Balance sheet certificate for last two Financial Years & copy of PAN card.
- (c). Document in support of the past performance (two year experience certificate).
- (d). Bid Security (EMD) of required amount in the form of Demand Draft.
- (e). Information sheet about the bidder as per Annexure –IV.
- (f). Declaration as given in Annexure –V.
- (g). Declaration on Non-tampering of Document in case of Downloaded Tender, in the format given in Annexure – VI.
- (h). Certificate of Near Relative not working in NDMA in the format given in Annexure – VII.
- (i). Pre-receipt for refund of EMD in the format given in Annexure – VIII.

Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect may result in rejection of the Bid. All the pages of the tender document and certificates shall be duly signed by the bidder.

8 .PACKING BID DOCUMENTS

Tender should be submitted in **two covers**; **one** super scribing “**Technical Bid**” and **Second** super scribing “**Financial Bid**” and both the envelopes are in turn be put in another envelope and this envelope should be super scribed prominently as “**ANNUAL CONTRACT FOR PRINTING OF NDMA GUIDELINES / ANNUAL REPORTS / MANUALS**”. All the three envelopes are to be duly sealed. Technical Bid and Financial Bid shall be opened separately. No indication of the Prices will be made in the Technical Bid. Tenders received without proper sealing are liable to be rejected.

9. PRESCRIBED FORMAT

Tender offers shall be submitted in the prescribed format along with the original tender document and enclosed Price bid. Price bids offers not adhering to the prescribed format are liable to be rejected summarily.

10. BID PRICE

10.1 The supplier shall quote in original in the Scheduled Rates format attached along with bid document for various numbers of NDMA Guidelines / Annual Reports / Manuals in the price schedule.

10.2 Rates quoted in any other format/sheet will not be considered. Rates should be quoted in enclosed sheet in English figures & words without any overwriting, corrections, errors, omissions, etc.

10.3 The price quoted by the bidder shall remain fixed during the entire period of the contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

11. BID SECURITY:

11.1 The bidder must deposit Rs. 1,00,000/- (Rupees one lakh only) as Bid Security (Non-Interest Bearing). The Bid Security shall be in the form of DD from any nationalized bank payable at DDO, NDMA for 90 days from the date of tender opening.

11.2 The successful bidder's bid security will be discharged/adjusted upon the bidder's acceptance of the award of contract satisfactorily and furnishing the performance security.

11.3 The bid security may be forfeited

- (a) If the bidder withdraws his bid during the period of validity specified in the bid form.
- (b) If the successful bidder fails to sign contract within a week of the issue of letter of intent.
- (c) If the successful bidder fails to furnish performance security.

11.4 The bid security of the unsuccessful bidder will be discharged / returned as early as possible, but not later than 30 days after the expiry of the period of bid validity.

12. PERIOD OF VALIDITY OF BIDS:

12.1 Bid shall remain valid for 150 days after the date of bid opening prescribed by the NDMA, pursuant to clause 11.1. A bid valid for a shorter period shall be rejected by the NDMA as non-responsive.

12.2 In exceptional circumstances, the NDMA may request the bidder's consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing. The bid security provided under Clause 10 shall also be suitably extended. A bidder may refuse the request without forfeiting his bid security. A bidder accepting the request will not be permitted to modify his bid.

13. SUBMISSION OF BIDS:

The bids duly sealed and addressed to Under Secretary (General), National Disaster Management Authority, "NDMA Bhawan", A-1, Safdarjung Enclave, New Delhi – 110029 should be submitted before 15:00 hours of the due date.

Any bid received after the specified time and date for submission of bids shall be rejected and returned to the bidder unopened.

14. LATE BIDS:

14.1 Any bid received by the NDMA after the deadline for submission of bids prescribed by the NDMA pursuant to Clause 16, shall be rejected and returned unopened to the bidder.

15. MODIFICATION AND WITHDRAWAL OF BIDS:

15.1 The bidder may modify or withdraw his bid after submission provided that the written notice of the modification or withdrawal is received by the NDMA prior to the deadline prescribed for submission of bids.

15.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as required in the case of bid submission in accordance with the provision of clause 15. A withdrawal notice may also be sent by telex/Fax but followed by a signed confirmation copy by post, marked not later than the deadline for submission of bids.

15.3 Subject to clause 17, no bid shall be modified subsequent to the deadline for submission of bids.

E. BID OPENING AND EVALUATION

16. OPENING OF BIDS:

16.1 The Technical bids shall be opened in the presence of bidders or his authorized representatives who choose to attend on opening date and time. The Bidder's representatives, who are present, shall sign their attendance in a register. The Authority letter (Annexure-IV) to this effect shall be submitted by the bidder before they are allowed to participate in bid opening.

16.2 A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.

16.3 The Bidder's names, Bid prices, modifications, bid withdrawals and such other details as the NDMA, at its discretion, may consider appropriate; will be announced at the opening.

17. CLARIFICATION OF BIDS:

17.1 To assist in the examination, evaluation and comparison of bids the NDMA may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.

18. TECHNICAL EVALUATION:

18.1 Bids shall be evaluated to determine whether they are complete; whether any computational errors have been made; whether documents have been properly signed (all the pages should be signed) and whether bids are generally in order.

18.2 If there is any discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, NDMA will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which conforms to all the terms and conditions of

the bid document, without material deviation. A bid determined as substantially non-responsive will be rejected.

18.3 NDMA shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the services offered exclusive of all the levies.

19. FINANCIAL EVALUATION/FINANCIAL BID OPENING OF TECHNICALLY QUALIFIED BIDDERS:

19.1 The NDMA shall open financial bids and evaluate the bids previously determined to be technically qualified pursuant to clause 19. Only technically qualified successful bidders or his authorized representatives would be called to attend opening of financial bids. The financial bids of non qualified technical bidders shall not be opened and destroyed unopened.

19.2 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the NDMA. If there is a discrepancy between words and figures, the amount in words shall prevail. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

19.3 The evaluation shall be done on L-1 vendor of total package cost of all the items. The comparison for evaluation shall be of price of the goods offered inclusive of all taxes / levies / duties, packaging and delivery charges, other than Service Tax..

20. CONTACTING THE NDMA:

20.1 Subject to Clause 20, no bidder shall try to influence the NDMA on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.

20.2 Any effort by a bidder to influence the NDMA in the NDMA's bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bid.

21. NDMA'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The NDMA reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the NDMA's action.

22. AWARD OF CONTRACT:

23.1 NDMA shall consider placement of letter of intent to the bidder whose offer has been found technically, commercially and financially acceptable. The bidder shall within 7 days of the issue of the letter of intent give his acceptance and sign contract agreement with NDMA

23. SIGNING OF CONTRACT:

Signing of agreement shall constitute the award of contract on the bidder.

24. ANNULMENT OF AWARD:

Failure of the successful bidder to comply with any of the tender/contract conditions shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event the tender shall be cancelled and NDMA may call for fresh bids.

25. SIGNING OF CONTRACT

Signing of Agreement shall constitute the award of contract on the bidder.

F. PERIOD OF CONTRACT

The contract will initially be valid for a period of one year from the date of award and may be extended further subject to satisfactory performance of the Firm and subject to the approval of the competent authority and mutually agreed terms and conditions. The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period.

SECTION – III

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1. APPLICATION:

The General Conditions shall apply in contracts made by the NDMA for printing of NDMA Guidelines / Annual Reports / Manuals rendered by the bidder.

2. STANDARDS:

The services provided under this contract shall conform to the standards prescribed in the schedule of requirements as mentioned in Annexure-I

3. PERFORMANCE SECURITY:

3.1 The successful bidder shall be required to deposit an amount equal to 10% of the contracted value as Performance Security within two weeks of conveying DDO, NDMA his intention for accepting the bid.

3.2 Performance Security of 10% of the value of the contract shall be submitted in the form of a Bank Guarantee issued by a scheduled bank in the format provided in **Annexure-XI**.

3.3 If the contractor fails or neglects any of his obligations under the contract it shall be lawful for NDMA to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting in such failure.

4. PAYMENT TERMS:

Payment shall generally be made within 30 days from the date of receipt of valid bills in the office of Under Secretary (Gen.), NDMA.

5. PRICES:

Price once fixed will remain valid for the period of contract. Increase and decrease of taxes/ duties will not affect the price during this period.

6. RIGHT TO ACCEPT OR REJECT

NDMA reserves the right to accept or reject any bid without assigning any reason.

7. TERMINATION OF CONTRACT:

7.1 NDMA may, without prejudice to any other right/remedy for breach of contract, terminate the contract in whole or in parts.

- a) If the contractor fails to arrange the supply of any or all of printing within the period specified in the contract or any extension thereof granted by NDMA.
- b) If the contractor fails to perform any other obligations under the contract agreement.

7.2 Notwithstanding anything contained herein, NDMA also reserves the right to terminate the contract at any time or stage during the period of contract, by giving notice in writing without assigning any reason and without incurring any financial liability to the service provider/contractor.

7.3 In case if L1 backs out in which event the tender shall be cancelled and NDMA may call for new bids.

8. FORCE MAJEURE

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, Civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of god (hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such claim for damage against the other in respect of such non performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the NDMA as to whether the works have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option, terminate the contract.

Provided also that if the contract is terminated under this clause, the NDMA shall be at liberty to take over from the contractor at a price to be fixed by the NDMA which shall be final, all unused, un-damaged and acceptable materials, brought out components and stores in the course of manufacture in possession of the contractor at the time of such termination of such portions thereof as the purchaser may deem fit excepting such materials bought out components and stores as the contracts may with the concurrence of the NDMA elect to retain.

9. TERMINATION FOR INSOLVENCY

NDMA may also by giving written notice and without compensation to the service provider/contractor terminate the contract if the service provider becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

10. ARBITRATION:

10.1 In the event of any question, dispute or difference arising under this Agreement, or in connection thereof, except as to matter, the decision of which is specifically provided elsewhere under the Agreement, the same shall be referred to an Arbitral Tribunal, hereinafter called the "TRIBUNAL" consisting of sole Arbitrator to be appointed upon nomination made by Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India.

10.2 The venue of Arbitration shall be New Delhi or anywhere in India, as may be fixed by the TRIBUNAL. The Arbitration proceedings shall be conducted in accordance with the provisions of Arbitration and Conciliation Act 1996 as amended or replaced from time to time.

11. SET OFF

Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by the NDMA or any other person or persons contracting through the NDMA and set off the same against any claim of the NDMA or such other person or persons for payment of a sum of money arising out of this contract made by the Contractor with NDMA or such other person or persons contracting through NDMA.

12. LIQUIDATED DAMAGES

The date of delivery of the stores 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, deliveries 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 under clause 12.2 below.

12.2 Should the supplier fails to deliver the store or any consignment thereof 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. In the case of the value of the delayed supply for each week of delay or part thereof. In the case of package supply where the delayed portion of the supply materially hampers installation and commissioning of the systems, L/D charges shall be levied as above on the total value of the concerned package of the Purchase Order. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier.

13. DURATION OF CONTRACT

Normally the contract will be awarded for one year. However, extension for one year / part thereof will be considered if performance / service is found satisfactory on review after one year.

14. SPECIFIC CONDITION

(i). The printer will be responsible for printing, binding and delivery of the jobs assigned to it, to be carried out in workmanlike manner and as per the specifications given at Annex-1. The NDMA will be the sole judge of satisfactory execution of the job. If the execution of the job is not in accordance with the specifications, the bulk supply is liable to be rejected without any compensation, to the printer. The printer might be called upon to rectify the errors or defects at his own cost and to the satisfaction and within the time fixed by the NDMA. The NDMA will have no liability whatsoever for rejected supply. The printer shall give all assistance and information to the NDMA as may be required in connection with jobs assigned to him, failing which the work can be withdrawn. After the printing job is over the printer will have to provide NDMA soft copy of each Guideline/Report/Manual in CD of high resolution CMYK PDF with crop mark.

(ii). The printer will carry out correction/mistakes pointed out by the NDMA at any stage without any extra cost. While carrying out the proof reading in NDMA, if any, correction is inserted or deleted, the printer has to accept the same within the quoted cost. No extra money can be demanded.

(iii). Payment Terms 100% Payment shall be released on completion of work and submission of bill for each items indicated in the Financial Proposal. No. part payment for any item shall be allowed.

(iv). The NDMA reserves the right to reject goods which do not confirm to the specifications. The defective printed material, if found, will be replaced by the Agency.

(v). The NDMA reserves the right to increase or decrease the quantity of the projected number of copies by 30%.

15. PENALTIES:

I. Work not done satisfactorily would be recorded and rejected for payment. Reasons for rejection would also be recorded. Penalty shall be up to Rs. 500/- per day, per fault/unsatisfactory work.

II. The cost of execution of the work at the risk and cost as well as the penalty shall be recovered in the next bill that falls due and if the amount of recovery exceeds the bill amount, recoveries shall be made from the Security Deposit, which has to be made good within 15 days of the short fall.

III. The liquidated damages for delays in supplies and performance, for which the firm is responsible will be 0.5% per week of the contract value.

**Printing Specifications/ for Printing of
NDMA Guideline/Manual/Annual Report in English/Hindi**

Sl. No.	Details	Specifications
1.	Size	8.5x11.5
2.	No. of pages (i)NDMA/Guidelines/Manuals (ii)Annual Report	(i) (1) Up to 48 (2) 49 to 100 (3)101 to 148 (4) 149 to 200 (ii) 76 to 100
3.	Colour	4+0 (Cover) 4+4 (Inside)
4.	Cover	4 Colour on outer side on 300 GSM of Magno matt art card gold leaf logo of Govt. of India and NDMA with matt lamination and embossing.
5.	Quality of Paper	130 GSM Magno matt imported art paper for text pages
6.	Binding	Section sewing of inside pages with drawn on covers. Outer covers to have mat plastic lamination with gold leaf printing of Crest and NDMA logo with embossing thereof
7.	Scope	Typesetting, Designing, Layout, Editing, Scanning, Digital, Image Computer printouts Processing, Proofing of cover, Proof reading, Embossing, Printing.

8.	Time Scheduled for printing work for each order	(a) Editing of material supplied by the NDMA.	07 Days.
		(b) Submission of 25 dummy copies exactly as per aforesaid specifications.	07 days from approval given by the NDMA on work done at (a) above.
		(c) Supply of 30 copies in digital print.	05 days from final approval given by NDMA on above. (b)
		(d) Supply of entire order.	15 days from final approval given by NDMA On (b) above

- Packaging : All guideline are to be packed and delivered in Corrugated Vermin proof boxes.
- Forwarding : To be delivered at NDMA, A-1, Safdarjung Enclave, New Delhi.
- Sample : Can be seen during office hours in the office of the Section Officer (G) , NDMA, A-1 Safdarjung Enclave, New Delhi.

Approximate Quantum of work to be done during the 12 months from the date of award of Tender.

A. Printing of NDMA guideline in English:-

- i) **Digital Printing** of 30 copies each of 5 NDMA guideline in English.
- ii) **Offset printing** of 3000 copies each of 5 NDMA guideline in English.

B. Printing of NDMA guideline in Hindi:-

- i) Offset printing of 3000 copies each of 5 NDMA guideline in Hindi.

C. Printing of Annual Report:-

- i) **Offset printing** of 1000 copies of Annual Report in English.
- ii) **Offset printing** of 500 copies of Annual Report in Hindi

2. The above work will also include related jobs of editing, designing, layout composing, proof – reading etc.

3. Rates quoted shall hold good for the entire duration of the currency of the contract. The contract will stand extended for such further period(s) as may be required to complete the projected work in case due to any reason it is not possible to place the order(s) in 12 months, period.

4. The NDMA reserves the right to increase or decrease the quantity of the projected number of copies by 30%

Date –

Signature of Printer

BID FORM

(To be enclosed with envelope containing technical bid)

Tender No. D-152020/01/2014 – Gen. dated -----

To,

**Under Secretary (General),
National Disaster Management Authority,
“NDMA Bhawan”, A-1, Safdarjung Enclave,
New Delhi - 110029**

Dear Sir,

1. Having the conditions of contract and services to be provided, the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide printed materials as per approved specification in conformity with the conditions of contract and specifications for the sum shown in the Schedule of prices attached herewith and made part of this bid.
2. We undertake to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamp etc. and agreement will be binding on us.
3. If our bid is accepted, we agree to our EMD being converted as performance guarantee and the rest of the amount may be deducted in equal monthly installments from our bill as Performance security for the due performance of the contract.
4. We agree to abide by this Bid for a period of 240 days from the date fixed for Bid Opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent replacement.

Dated thisDay of 2014

Signature of

In Capacity of
Duly authorized to sign the bid for and on behalf of

Witness.....
Address
Signature

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

S.No	Details of Documents to be Submitted	Submitted(Yes)/ Not Submitted(No)
1.	Cost of Tender Paper (if downloaded from website) DD No. Date: Bank:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	EMD (Amount Rs.1,00,000/-) DD No. Date: Bank:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Copy of Valid Service TAX Registration Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Copy of turn over certificate /balance sheet	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Copy of PAN card.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Copy of Document in support of the past performance (two year experience Certificate).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Information sheet about the bidder as per Annexure- IV.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Declaration as given in Annexure-V	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	Declaration of Non-tampering of Document in case of Downloaded Tender, in the format given in Annexure-VI	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	Certificate of Near Relative not working in NDMA in the format given in Annexure- VII	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

DATE**SIGNATURE****SEAL**

INFORMATION ABOUT THE BIDDER

1) Name & Address of Firm/Party: _____

Telephone Number (O) _____
(R) _____
(Mobile) _____

2) Whether it is Proprietorship or Partnership _____

3) Full Name(s) of Proprietor or Partners _____
(Attested copies of partnership deed _____
should invariably be attached along _____
with Authorizations)

4) Permanent Account Number (Income Tax) _____

5) Sales Tax Registration Number of the Firm/Party _____

6) Reference Number of Tender Offer of the Firm/party _____

DECLARATION

I, _____ Son / Daughter / Wife of
Shri _____ Proprietor/Director/authorized signatory of
the agency/Firm, mentioned above, is competent to sign this declaration and execute this
tender document;

I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them;

The information / documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that
furnishing of any false information / fabricated document would lead to rejection of my
tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Seal :

DECLARATION REGARDING DOWNLOADED DOCUMENT

I / We Proprietor/ Partner(s)/ Director(s) of M/s. ----- hereby declare that I / We has/have not tampered the tender document No: D-15020/01/2014-Gen., Dated downloaded from the website www.ndma.gov.in.

Signature -----

Name -----

Name & address of the firm: -----

DECLARATION REGARDING NEAR RELATIVES

I/ We declare,

1. That I or any of my partner am/is neither working in any capacity in anywhere in the NDMA, nor am/is removed/ dismissed from service of NDMA.

2. That none of my near relatives are working in any capacity in NDMA nor am/is removed/ dismissed from service of NDMA.

Or

The details of my near relatives working in NDMA are as under:

S. No.	Name and Address	Capacity in which working	Office in which working

That in case of change of partners or change in constitution of the firm, I shall abide by the conditions of the contract and shall bring any change to the knowledge of NDMA immediately.

i) That I /We shall intimate the names of persons working in NDMA related to our employees who are working with me /us in any capacity or are subsequently employed by me/us.

ii) That none of my employees is a removed/dismissed employee of either any unit of NDMA. That I/ We am/are aware that any breach of the condition would render the contract liable for termination along with cancellation of any other existing contracts and forfeiting of my/our Earnest Money Deposit /Security deposit held NDMA

If at any time, it is found that the information given in the above appendix is incorrect/incomplete, the contract is liable to be terminated without assigning any reason and the SD shall be forfeited and legal actions shall be initiated without any prejudice to the rights of NDMA to debar the firm from entering into future contracts.

Place :
date:

Signature :
Name:

(Capacity in which he is signing)_____

NOTE: The term “relatives” means wife/husband/parents and grandparents / children / grand children / brothers / sister / uncles / aunts / cousins and their corresponding in- laws.

PRE RECEIPT
FOR REFUND OF EARNEST MONEY

Received with thanks from Communication DDO, NDMA, New Delhi a sum of
 Rs. _____ /- (Rupees _____
 _____ only), towards refund of Earnest Money Deposit
 paid in respect of the Tender no. **D-15020/01/2014 – Gen. Dated -----**for “ Printing of
 NDMA Guidelines / Manuals / Annual Reports ” in NDMA, New Delhi.

Date:

Signature of Bidder
 (On one rupee revenue stamp)

Place:

Name & Address: _____

(Note: Earnest Money will be returned to unsuccessful Bidder only after finalization/completion of the tender)

NATIONAL DISASTER MANAGEMENT AUTHORITY

Government of India

FINANCIAL BID

Sl. No.	Description of the Item	Quantity	Rate per unit (incl. of all taxes /levies / duties, packaging and delivery charges other than Service Tax)	Amount
	(1)	(2)	(3)	(2x3)
A	Editing/designing/layout-composing/proof-reading/printing/ translation in case of Hindi printing.			
A	Printing of NDMA Guideline in English			
1.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Digital Printing 30 Copies		
1.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Digital Printing 30 Copies		
1.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Digital Printing 30 Copies		
1.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Digital Printing 30 Copies		
2.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 500 Copies		
2.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49to 100	Offset Printing 500 Copies		

2.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 500 Copies		
2.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 500 Copies		
3.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 1000 Copies		
3.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Offset Printing 1000 Copies		
3.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 1000 Copies		
3.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 1000 Copies		
4.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1to 48	Offset Printing 2000 Copies		
4.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Offset Printing 2000 Copies		
4.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101to 148	Offset Printing 2000 Copies		
4.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 2000 Copies		

5.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 3000 Copies		
5.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Offset Printing 3000 Copies		
5.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 3000 Copies		
5.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 3000 Copies		
6.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 4000 Copies		
6.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Offset Printing 4000 Copies		
6.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101to 148	Offset Printing 4000 Copies		
6.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 4000 Copies		
B	Printing of NDMA Guidelines in Hindi:-			
1.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 500 Copies		
1.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1	Offset Printing 500 Copies		

	Pages + end leaves + hard case cover +jacket 49 to 100			
1.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 500 Copies		
1.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 500 Copies		
2.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 1000 Copies		
2.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Offset Printing 1000 Copies		
2.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 1000 Copies		
2.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 1000 Copies		
3.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 2000 Copies		
3.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Offset Printing 2000 Copies		
3.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 2000 Copies		
3.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1	Offset Printing 2000 Copies		

	Pages + end leaves + hard case cover +jacket 149 to 200			
4.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 3000 Copies		
4.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Offset Printing 3000 Copies		
4.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 3000 Copies		
4.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 3000 Copies		
5.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 4000 Copies		
5.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Offset Printing 4000 Copies		
5.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 4000 Copies		
5.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 4000 Copies		
C	Printing of Annual Report:- (In English)			
1.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 1000 Copies		
1.b	Guidelines/Manual/Annual Report	Offset Printing		

	as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	1000 Copies		
1.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 1000 Copies		
1.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 1000 Copies		
	In Hindi			
2.a	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 1 to 48	Offset Printing 500 Copies		
2.b	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 49 to 100	Offset Printing 500 Copies		
2.c	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 101 to 148	Offset Printing 500 Copies		
2.d	Guidelines/Manual/Annual Report as per Specifications at Annexure-1 Pages + end leaves + hard case cover +jacket 149 to 200	Offset Printing 500 Copies		

Total for Items _____

In word (Rupees) _____

RATES FOR PRINTING OF ADDITIONAL PAGES

D	Rates for Printing Additional Pages			
	Printing of additional four pages or reduction of four pages above /below as Indicated in items.			
	Printing of NDMA Guidelines in English:-			
1	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Digital Printing Copies	30	
2	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 500 Copies		
3.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 1000 Copies		
4.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 2000 Copies		
5.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 3000 Copies		
6.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 4000 Copies		
	Printing of NDMA Guidelines in Hindi :-			
1.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 500 Copies		

2.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 1000 Copies		
3.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 2000 Copies		
4.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 3000 Copies		
5.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 4000 Copies		
	Printing of Annual Report:-			
1.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 500 Copies		
2.	Guidelines/Manual/Annual Report as per Specifications at Annexure -1 Pages + end leaves + hard case cover+ jacket	Offset Printing 1000 Copies		

Note

1. Rates should be inclusive of all taxes, levies, duties, packaging and delivery charges, other than Service Tax.
2. The applicant would be evaluated on L-1 vendor of total package cost of all the items. The comparison for evaluation shall be of price of the goods offered inclusive of all taxes and levies for the items given in Annexure –IX other than Service Tax.
3. For Item Annexure-X, only Rates is to be indicated. This item will not be used for evaluating the lowest Applicant. The item would be operated in case the number of pages (in blocks of 4 pages) either falls below or exceeds the total mentioned in the specification, but not exceeding a total of the pages indicating in note 4.
4. NDMA reserves the right to add or subtract pages from the above guidelines/manuals/annual report. The addition/reduction will be in multiple of 4 pages. The total additional/reduction will be restricted to 152 pages.
5. NDMA may also adjust additional/reduced pages between books.

Authorized Signatory
(With full name and designation seal)

PROFORMA OF PERFORMANCE SECURITY BOND

1. In consideration of NDMA having agreed to exempt _____ (hereinafter called the said Service Provider(s) from the demand of security deposit/earnest money of Rs _____/- on production of Bank Guarantee for Rs _____/- for the due fulfillment by the said service provider of the terms and conditions to be contained in an Agreement in connection with the contract for the supply of _____ we, (name of the bank) _____ (hereinafter referred to as “the bank”) at the request of _____ service provider’s do hereby undertake to pay to NDMA an amount not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by NDMA by reason of any breach by the said service provider’s of any terms & conditions contained in the said agreement.

2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from NDMA stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by NDMA reason of breach by the said service provider’s of any of the terms & conditions contained in the said agreement or by reason of the service providers failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of NDMA in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs _____/-. (Rs.in words)

3. We undertake to pay to NDMA, any money so demanded notwithstanding any disputes raised by the service provider(s)/suppliers in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The Payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Service Provider(s) /supplier(s) shall have no claims against us for making such payment.

4. We (name of the bank) _____ further agree that the guarantee therein contained shall remain in force and effect immediately for a period of one year from date herein and further agree to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of NDMA under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till NDMA certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said service provider(s) and accordingly discharges this guarantee.

5. We (name of the bank) _____ further agree with NDMA that NDMA shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by NDMA, against the said service provider(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider(s) or for any forbearance, and or any omission on the part of NDMA, or any indulgence by NDMA, to the said service provider(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the bank or the service provider(s) /supplier(s).

7. This guarantee shall be irrevocable and the obligations of the bank herein shall not be conditional to any prior notice by NDMA.

Dated: _____

For _____
(Indicating the name of the Bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the Stamp Act.

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach NDMA on or before date of bid opening)

To,

Under Secretary (General),
National Disaster Management Authority,
“NDMA Bhawan”, A-1, Safdarjung Enclave,
New Delhi – 110029.

Sub: Authorization for attending bid opening on _____ (date) in the
tender of _____

Following person is authorized to attend the bid opening for the tender mentioned above
on behalf of _____ (Bidder)

Name of the Representative

Specimen Signature

1. _____

Signature of the Bidder

Note: Maximum one representative will be permitted to attend the bid opening. Permission for entry to the venue of bid opening may be refused in case authorization as prescribed above is not received.

