



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 14.08.2018

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)

TABLE OF CONTENTS

Section	Title	Page No.
Section I	Notice Inviting Tender	3-6
Section II	Instructions to Bidders.....	7-11
Section III	General Commercial Conditions of the Contract	12-15
Annexure I	Printing Specification.....	16-18
Annexure II	Format for Bid Form.....	19
Annexure III	Format to check Technical Bid.....	20
Annexure IV	Information about the bidder.....	21
Annexure V	Format of Declaration.....	22
Annexure VI	Price Schedule / Evaluation Formula.....	23-24
Annexure VII	Format for not black listed/debarred by any organization.....	25
Annexure VIII	Format for Performance Security Bond.....	26-27
Annexure IX	Letter of authorization for attending bid opening.....	28
Annexure X	Instructions for online bid submission.....	29-32

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

Dated 14.08.2018

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	14.08.2018	17.00 Hrs.
02	Tender Document Download Start Date	14.08.2018	17.30 Hrs.
03	Bid Submission Start Date	14.08.2018	18.00 Hrs.
04	Bid submission Close Date	04.08.2018	15.00 Hrs.
05	Opening of Technical Bids	05.09.2018	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>.

(Amrapali Dixit)
Assistant Advisor (General)
National Disaster Management Authority,
A-1 Safdarjung Enclave,
New Delhi-110029,
Phone No. 24601730

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:-.

Critical Date Sheet

Sl. No.	Particulars	Date	Time
01	Date of Online Publication of Tender	14.08.2018	17.00 Hrs.
02	Tender Document Download Start Date	14.08.2018	17.30 Hrs.
03	Bid Submission Start Date	14.08.2018	18.00 Hrs.
04	Bid submission Close Date	04.09.2018	15.00 Hrs.
05	Opening of Technical Bids	05.09.2018	16.00 Hrs.

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 / Balance sheet certificate for last two Financial Years (**i.e. 2016-17 & 2017-18**).
- (d). Certificate of satisfactory performance (**for previous two years i.e. 2016-17 & 2017-18**) 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.

or

Exemption from Bid Security, if any applicable, as per provisions contained in Rule 170 of General Financial Rules 2017. Bidders should produce valid documentary evidence for such exemption while submitting bid documents.

- (h) Information sheet about the bidder as per Annexure –IV.
- (i) Declaration as given in Annexure –V.
- (j) Letter of authorization in the format given in Annexure – IX
- (k) A certificate on the letter head of the firm declaring that, the firm has not been debarred / Black listed by any organization, if any (Annexure-VII).

2. Financial Bid

Price Bid to be uploaded online as prescribed BOQ_XXXX format attached in this tender

3. SUBMISSION OF BID

- 3.1 The tender document can be downloaded only from www.eprocure.gov.in and can only be submitted through the same website. Scanned copies of all the documents as mentioned in Clause-1 above including scanned copies of EMD in the form of demand draft should be submitted with e-bid.
- 3.2 It is also required to submit hardcopies of EMD in original instruments in a sealed envelope super scribed for “**printing of NDMA Guidelines / Manuals / Annual Reports etc.** ” and addressed to “Assistant Advisor(General), National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi- 110029” at Main Reception, NDMA Bhawan, A-1 Safdarjung Enclave, New Delhi – 110029 on or before the closing date and time.
- 3.3 Bidders who had downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with NDMA.
- 3.4 Intending bidders are advised to visit CPPP website <https://eprocure.gov.in> at least three days prior to closing date of submission of tender for any corrigendum/ addendum/ amendment.

4. OPENING OF THE BID

- 4.1 Technical Bids will be opened as per Critical Date Sheet.
- 4.2 Financial Bids of the eligible bidders will be opened on a later date. The date & time for opening of Financial Bids will be announced later.
- 4.3 Offline Bids will not be accepted under any circumstances.

5. TENDER FEE

- 5.1 There is no tender fee for the bidders who download the tender documents from the website.

6. EARNEST MONEY DEPOSIT (EMD)/BID SECURITY.

- 6.1 EMD in the form of Demand Draft/Banker Cheque/RTGS from any scheduled Bank in Delhi/ New Delhi in favour of " **Drawing & Disbursing Officer, National Disaster Management Authority, New Delhi-110029**" or the EMD is to be deposited electronically by RTGS/NEFT in favour of '**PAO,NDMA**' payable at '**New Delhi**', **Bank Name-State Bank of India, Safdarjung Enclave, New Delhi, Account Number: 35835851851, IFSC Code: SBIN0013182** as mentioned in clause 3 of this tender document. Bidders are required to submit the details of EMD payment at the time of bid preparation. EMD should be **valid** for a period of **45 days** beyond the final bid validity period.
- 6.2 The bid security of the unsuccessful bidder will be discharged /returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. EMD of the successful bidders will be returned only after receipt of Performance Security.
- 6.3 The amount of EMD is liable to be forfeited if the tenderer refuses the offer after submission of the tender or after the acceptance of the offer by the NDMA or fails to sign the contract or to remit the Performance Security Deposit. **The bidder will not be eligible to participate in the tender for same item for one year from the date of issue of APO. The bidder will not approach the court against the decision of NDMA in this regard.**
- 6.4 No interest will be paid by the NDMA on the EMD/Performance Security deposited.
- 6.5 The Hard Copy of original instruments in respect of earnest money, original copy of affidavits and credit facility certificate must be delivered to the Assistant Advisor (General), National Disaster Management Authority, NDMA Bhawan,A-1, Safdarjung Enclave, New Delhi- 110029" at Main Reception, NDMA Bhawan, A-1 Safdarjung Enclave, New Delhi – 110029 on or before the closing date and time. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like Demand Draft/Pay Order etc., against the submitted bid.

SECTION -- II

INSTRUCTIONS TO BIDDERS

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 Vendor undertakes to provide service of the printing of NDMA Guidelines / Manuals / Annual Reports etc 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 / Books etc may vary from time-to-time during the currency of the contract due to addition/alteration of new demands.

2. ELIGIBLE BIDDERS:

This invitation for bids is open to:

- (a). The bidder/firm should have turnover of at least 30 lakhs during the Financial Years **(i.e. 2016-17 & 2017-18)**.
- (b). The bidder should have Goods & Service Tax Registration Certificate.
- (c). The bidder should have satisfactory performance certificate for two years (2016-17 & 17-18) in similar services preferably with Central Govt./State Govt./Public Sector Undertaking.
- (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 as per format given in Annexure-VII.

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 process.

4. BID DOCUMENTS:

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

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 last 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. DOCUMENTS COMPRISING THE BID:

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.

7. BID PRICE

7.1 The supplier shall quote in BOQ format attached along with bid document for various numbers of NDMA Guidelines / Books / Manuals etc. in the price schedule.

7.2 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.

8. BID SECURITY:

8.1 The Bid security shall be submitted as mentioned in clause 6 of Section 1.

8.2 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.

8.3 The bid security maybe 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.

8.4 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.

9. PERIOD OF VALIDITY OF BIDS:

9.1 Bid shall remain valid for 180 days after the date of bid opening prescribed by the NDMA, pursuant to clause 8.1. A bid valid for a shorter period shall be rejected by the NDMA as non-responsive.

9.2 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 9 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.

10. OPENING OF BIDS:

10.1 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 Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening.

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

10.3 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.

11. CLARIFICATION OF BIDS:

11.1 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.

12. TECHNICAL EVALUATION:

- 12.1 NDMA shall evaluate the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order as per the checklist (Annexure-III).
- 12.2 Prior to the financial Bid opening, pursuant to clause 13, the NDMA will determine technical qualification of each technical bid to the Bid documents. For purposes of these clauses, a technically qualified bid is one, which conforms, to all the terms and conditions of the Bid Documents without material deviations. The NDMA's determination of bid's technical qualification is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 12.3 A bid determined as technically non-qualified will be rejected by the NDMA and shall, not subsequent to the bid opening, be made technically qualified by the bidder by correction of the non-conformity.

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

- 13.1 The NDMA shall open financial bids and evaluate the bids previously determined to be technically qualified pursuant to clause 12. 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.
- 13.2 Lowest bidder in each category as per the price schedule in Annexure-VI will be evaluated by NDMA.
- 13.3 Bidders willing to execute work on the lowest rate of each category as evaluated by NDMA will be kept in the panel for award of printing jobs.
- 13.4 While awarding the printing job, first preference will be given to the vendor who at the time of bidding had quoted the lowest rate in the category to which the printing job belongs.

14. CONTACTING THE NDMA:

- 14.1 Subject to Clause 11.1, 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.
- 14.2 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.

15. 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.

16. AWARD OF CONTRACT:

16.1 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

17. SIGNING OF CONTRACT:

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

18. 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.

19. SIGNING OF CONTRACT

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

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-VIII**.

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 after completion of work in the office of Assistant Advisor (Gen.), NDMA.

5. PRICES:

Price once fixed will remain valid for the period of contract. Increase and decrease of taxes / duties (Excluding Goods & Service Tax) 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 15 days 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 un-used, 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 (as per Annexure-I), 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 subject to a maximum of 10%. In the case of the value of the delayed supply for each week of delay or part thereof subject to a maximum of 10%. 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. PERIOD OF CONTRACT

The contract will initially be valid for a period of 2 years from the date of award and may be extended further for a period of one year subject to satisfactory performance of the firms 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.

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 printing job in pen drive with PDF version and 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 value of contract 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. after expiry of the contracted delivery period (as per Annexure-I).

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.

Printing Specifications/ for Printing of

NDMA Guideline/Manual/Annual Report in English/Hindi

Sl. No.	Details	Specifications
1.	Size	8.5" x 11.5"
2.	No. of pages (i)NDMA Guidelines/Manuals/Publications	(1) Upto 72 (2) 73 to 200 (3) 201 to 360 (4) 361 to 500
3.	Cover	4 Color 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.
4.	Quality of Paper	130 GSM Magno matt imported art paper for text pages
5.	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
6.	Scope	Typesetting, Designing, Layout, Editing, Scanning, Digital, Image Computer printouts Processing, Proofing of cover, Proof reading, Embossing, Printing.
7.	Time scheduled for printing work.	(i)For Digital Printing 3-4 Days (ii)For Offset Printing 7 Days

- Packaging : All printed material to be packed and delivered in
Corrugated Vermin proof boxes.
- Forwarding : To be delivered at NDMA Bhawan, 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 24 months from the date of award of Contract.

1. Printing of NDMA Guidelines/Manuals/ Annual Reports and Books etc. in English & Hindi.

6) 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 24 months, period.

4. The NDMA reserves the right to increase or decrease the quantum of work by 30%.

Date –

Signature of Printer

BID FORM

(To be enclosed with envelope containing technical bid)

Tender No. _____ **– Gen.** _____ **dated** _____

To,

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

Dear Sir,

- 6) 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.
- 6) 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.
- 6) 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.
- 6) 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 201...

Signature of

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

Witness.....
Address
Signature

Check List

S.No	Details of Documents to be Submitted	Page no. (mandatory)
1	Check list in the format given in Annexure – III.	
2	Valid Goods & Service TAX Registration Certificate.	
3	Turn over certificate (which should be of atleast <u>Rs. 30 lakhs per annum</u>) from Chartered Accountant / Balance sheet certificate for last two Financial Years (i.e. 2016-17 & 2017-18).	
4	Certificate of satisfactory performance (for previous two years i.e. 2016-17 & 2017-18) in similar services with Central Govt. / State Govt. / PSU.	
5	The firm should have executed jobs costing Rs. 20-25 Lakhs in the last 2 years from Government Agencies.	
6	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. Or Exemption from Bid Security, if any applicable, as per provisions contained in Rule 170 of General Financial Rules 2017. Bidders should produce valid documentary evidence for such exemption while submitting bid documents.	
7	Information sheet about the bidder as per Annexure –IV.	
8	Declaration as given in Annexure –V.	
9	Certificate on the letter head of the firm declared that the firm has not been even debarred/Black listed by any organization as per format given in Annexure-VII.	
10	Letter of authorization in the format given in Annexure – IX	

DATE

SIGNATURE

SEAL

INFORMATION ABOUT THE BIDDER

1) Name & Address of Firm/Party: _____

Telephone Number (O) _____
| _____
(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) Goods & Service Tax Registration Number of the Firm/Party _____

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

DECLARATION

I, _____ Son / Daughter of
Shri _____ Proprietor/Director/authorized signatory of
the agency/Firm(Name of the firm)----- 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 :

Tender Inviting Authority: National Disaster Management Authority

Name of Work: Tender for Printing of Annual Reports/Guidelines/Manuals

Contract No. A-15-14/2018-Gen.

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Bidder Name: _____

(Guidelines / Manual / Books as per Specifications at Annexure-1 and cost includes Pages + end leaves + Hard case cover + Jacket etc. Cost also includes Editing/designing/layout-composing/proof reading/ printing/ translation in case of Hindi Printing etc.)

1. Hindi Digital printing including cover pages.

Sl.No.	No. of Pages	No. of copies	Rates in figures (To be entered by the bidder)	Rates in words (To be entered by the bidder)
1(i)	Upto 72	Upto 200		
1(ii)	73 to 200	Upto 200		
1(iii)	201 to 360	Upto 200		
1(iv)	361 to 500	Upto 200		
1(v)	Upto 72	201 to 500		
1(vi)	73 to 200	201 to 500		
1(vii)	201 to 360	201 to 500		
1(viii)	361 to 500	201 to 500		

2. Hindi offset printing including cover pages.

Sl.No.	No. of Pages	No. of copies	Rates in figures (To be entered by the bidder)	Rates in words (To be entered by the bidder)
2(i)	Upto 72	Upto 200		
2(ii)	73 to 200	Upto 200		
2(iii)	201 to 360	Upto 200		
2(iv)	361 to 500	Upto 200		
2(v)	Upto 72	201 to 500		
2(vi)	73 to 200	201 to 500		
2(vii)	201 to 360	201 to 500		
2(viii)	361 to 500	201 to 500		

3. English Digital printing including cover pages.

Sl.No.	No. of Pages	No. of copies	Rates in figures (To be entered by the bidder)	Rates in words (To be entered by the bidder)
3(i)	Upto 72	Upto 200		
3(ii)	73 to 200	Upto 200		
3(iii)	201 to 360	Upto 200		
3(iv)	361 to 500	Upto 200		
3(v)	Upto 72	201 to 500		
3(vi)	73 to 200	201 to 500		
3(vii)	201 to 360	201 to 500		
3(viii)	361 to 500	201 to 500		

4. English offset printing including cover pages.

Sl.No.	No. of Pages	No. of copies	Rates in figures (To be entered by the bidder)	Rates in words (To be entered by the bidder)
4(i)	Upto 72	Upto 200		
4(ii)	73 to 200	Upto 200		
4(iii)	201 to 360	Upto 200		
4(iv)	361 to 500	Upto 200		
4(v)	Upto 72	201 to 500		
4(vi)	73 to 200	201 to 500		
4(vii)	201 to 360	201 to 500		
4(viii)	361 to 500	201 to 500		

Note:

1. Basic Rates should be inclusive of all taxes, levies, duties, packaging and delivery charges except Goods & Service Tax.
2. Lowest bidder in each category as per the price schedule in will be evaluated by NDMA.
3. Bidders willing to execute work on the lowest rate of each category as evaluated by NDMA will be kept in the panel for award of printing jobs.
4. While awarding the printing job, first preference will be given to the vendor who at the time of bidding had quoted the lowest rate in the category to which the printing job belongs.

DECLARATION REGARDING NON BLACKLISTED BY ANY ORGANISATION

DECLARATION

I declare that the firm (Name of the firm) has not been blacklisted by Central Govt./State Govt./Public Sector Undertaking or Court of law till date and in future if such a blacklisting takes place, the firm (Name of the firm) would be liable to inform NDMA immediately.

If at any time, it is found that the information given in the above 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:

(Signature of the authorized person)_____

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 two years and two months 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,

Assistant Advisor (General),
National Disaster Management Authority,
“NDMA Bhawan”, A-1, Safdarjung Encalve,
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.

Instructions for Online Bid Submission

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 “**Online bidder Enrollment**” on the CPP Portal which 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. Sify / nCode / eMudhra etc.), 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 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" or "Other Important Documents" 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 site well in advance for bid submission so that they can 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 concerned official, latest by the last date of bid submission or as specified in the tender documents. 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) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white 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 server 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. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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 (ie after Clicking "Freeze Bid Submission" in the portal), 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 3070 2232**.
