



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

File No. 11-63/2013-Awareness dated 21.02..2014

BID DOCUMENT

**For Printing of posters for North East Mega Mock Drill Campaign
in National Disaster Management Authority,
New Delhi**

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

Not transferable

Total Number of Pages: 23

SECTION – I

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

No. 11-63/2013-Awareness dated 21.02.2014

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 : 21.02.2014
Tender No. : 11-63/2013-Awareness
Tender Forms Available From : Deputy Secretary (PR&AG), National Disaster Management
Authority, General Section, A-1 Safdarjung Enclave, New
Delhi-110029

Due date of Receipt : up to 27.02.2014, Time 17.30 Hrs.
Date of opening Bid : 28.02.2014, Time 11.00.Hrs.

Wax sealed tenders are invited for and on behalf of the President of India from for printing of **posters for North East mega mock drill campaign** from A Category printers of DAVP as per specification given in Annexure-XII.

Vendor Eligibility Conditions: -

- (a). The bidder should have service tax and Income Tax registration.
- (b). 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).
- (c)..Bidders shall have to deposit bid security of Rs. 20,000/- (Rs twenty thousand 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 Deputy Secretary (PR&AG), National Disaster Management Authority, A-1 Safdarjung Enclave, New Delhi-110029. 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 17.30 hrs on 27.02.2014 and the bid will be opened at 11.00 hrs on 28.02.2014.

Tenders inquiry is also available on our portal at www.ndma.gov.in. Undersigned and Shri Bhupinder Singh, Deputy Secretary (PR&AG) [Phone No. 26701878] 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.

(Bhupinder Singh)
Deputy Secretary (PR&AG)
National Disaster Management Authority,

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 should have service tax and Income Tax registration.
- (B). 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 and PAN card.
- (b). Bid Security (EMD) of required amount in the form of Demand Draft.
- (c). Information sheet about the bidder as per Annexure –IV.
- (d). Declaration as given in Annexure –V.
- (e). Declaration on Non-tampering of Document in case of Downloaded Tender, in the format given in Annexure – VI.
- (f). Certificate of Near Relative not working in NDMA in the format given in Annexure – VII.
- (g). 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 **cover** super scribing prominently as “**tender for printing of posters for North East Mega Mock drill campaign**”.

9. BID PRICE

9.1 The supplier shall quote in original in the Scheduled Rates format attached along with bid document in the price schedule.

9.2 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.

9.3 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.

10. BID SECURITY:

10.1 The bidder must deposit Rs. 20,000/- (Rupees twenty thousand 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 60 days from the date of tender opening.

10.2 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.

10.3 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.

10.4 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.

11. PERIOD OF VALIDITY OF BIDS:

11.1 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.

11.2 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.

12. SUBMISSION OF BIDS:

The bids duly sealed and addressed to Deputy Secretary (PR&AG), National Disaster Management Authority, "NDMA Bhawan", A-1, Safdarjung Enclave, New Delhi – 110029 should be submitted before 17:30 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.

13. LATE BIDS:

Any bid received by the NDMA after the deadline for submission of bids prescribed by the NDMA pursuant to Clause 12, shall be rejected and returned unopened to the bidder.

14. MODIFICATION AND WITHDRAWAL OF BIDS:

14.1 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.

14.2 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.

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

E. BID OPENING AND EVALUATION

15. OPENING OF BIDS:

15.1 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.

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

15.3 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.

16. CLARIFICATION OF BIDS:

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.

17. BID EVALUATION:

The Evaluation shall be done on L-1 vendor on package rate basis. This comparison for evaluation shall be of price of the goods offered inclusive of all taxes, levies, packing and delivery charges.

18. CONTACTING THE NDMA:

18.1 Subject to Clause 18, 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.

18.2 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.

19. 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.

20. ANNULMENT :

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.

21. AWARDING OF WORK ORDER

Awarding of work order shall constitute the award of contract on the bidder.

22. The firm should be in a position to undertake the printing and other related jobs/supply printed items mentioned in the lists enclosed at very short notice as and when requisitioned by the office.

23. The firm / agency selected for the printing job should submit a sample duly completed in all respects as per specification given in Annexure-I, well in advance for approval of Competent Authority before going for the final printing. The corrections / amendments made by the Authority shall be carried out by the firm.

24. The material shall be supplied in the carton of 500 each, at the office of NDMA. No extra cost will be paid for this packing. Material shall be supplied within 10 days of work order.

25. The firm shall be responsible for delivery of items in office, as per supply order in good condition. Selected firms should deliver the items as site, free of cost.

26. Samples of each of the items can be seen at Deputy Secretary (PR&AG) office, A-1, Safdarjung Enclave, New Delhi – 110029 during office hours.

SECTION – III

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1. APPLICATION:

The General Conditions shall apply in contracts made by the NDMA for printing of posters for North East mega mock drill campaign 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-X**.

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 Deputy Secretary (PR&AG), 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 a period of 90 days. However, extension for one year / part thereof will be considered if performance / service is found satisfactory on review after one year.

14. 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.

Annexure -1

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

| Item description | |
|-------------------------|--|
| <u>Poster</u> | |
| Size | : 14" X 19" |
| Paper | : 170 gsm Indian art paper |
| Colour | : 4+0 colour printing |
| Quantity | : English version: 50,000 No.s Hindi version: 10,000 No.s |

Date –

Signature of Printer

BID FORM

(To be enclosed with envelope containing technical bid)

Tender No. 11-63/2013 - Awareness – 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 60 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"/> No <input type="checkbox"/> |
| 2. | EMD (Amount Rs.20,000/-) DD No. Date: Bank: | <input type="checkbox"/> No <input type="checkbox"/> |
| 3. | Copy of Valid Service TAX Registration Certificate | <input type="checkbox"/> No <input type="checkbox"/> |
| 4. | Copy of PAN card. | <input type="checkbox"/> <input type="checkbox"/> |
| 5. | Information sheet about the bidder as per Annexure- IV. | <input type="checkbox"/> No <input type="checkbox"/> |
| 6. | Declaration as given in Annexure-V | <input type="checkbox"/> No <input type="checkbox"/> |
| 7. | Declaration of Non-tampering of Document in case of Downloaded Tender, in the format given in Annexure-VI | <input type="checkbox"/> No <input type="checkbox"/> |
| 8. | Certificate of Near Relative not working in NDMA in the format given in Annexure- VII | <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. 11-63/2013-Awareness., 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

Name of the firm (in Block letter) :
 Complete Address (With telephone No.):

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

We hereby submit our Quotations for preparation of Publicity Material for Awareness Generation

| S.No | Item description | Estimated Quantity | Rate/Unit (Both words and figure) |
|------|---|--|-------------------------------------|
| 1. | <u>Poster</u> Size : 14" X 19" Paper : 170 gsm Indian art paper Colour : 4+0 colour printing Quantity : English version: 50,000 No.s Hindi version: 10,000 No.s | 50,000 (English) 10,000 (Hindi) | (i). (ii). |

Rates should be inclusive of all taxes, levies, packaging, delivery charges excluding Service Tax

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

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 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.

List of dealer:

1. Ajanta Offset & Packaging Ltd.
Admn. Office: Madani Hall, 1, Bahadurshah Zafar Marg, New Delhi-110002
Regd. Office & Press: 95-B, Wazir Pur Industrial Area, Delhi-110 052
2. Aravali Printers & Publishers (P) Ltd.
W-30, Okhla Industrial Area, Phase-II, New Delhi-110 020
Unit-II: A-129, Okhla Industrial Area, Phase-II, New Delhi-110 020
3. Brijbasi Art Press Ltd.
A-81, Sector-V, Noida-201301
Unit-II: 20-21, Udyog Kendra, Greater Noida
4. Delhi Press
E-3, Jhandewallan Estate, Rani Jhansi Road, New Delhi-110055
5. Gopsons Papers Ltd.
Regd. Office: T-2, Akarshan Bhawan, IVth Floor,
4754/23, Ansari Road, Darya Ganj, New Delhi 110002.
Works : A-14, Sector-60, Noida –201301
6. HT Media Ltd.
B-2, Sector 63, NOIDA, UP –201307
7. India Offset Press
A-1, Mayapuri Industrial Area, New Delhi-110 064
8. International Print-O-Pac Ltd.
C-4, Hosiery Complex, Phase-II Extension, NOIDA –201305
9. Nu -Tech Photolithographers
B-240, Okhla Industrial Area, Phase-I, New Delhi-110 020
II) B-38, Okhla Industrial Area, Phase-I, New Delhi-110 020
10. Paras Offset Pvt. Ltd.
C-176, Naraina Industrial Area, Phase-I, New Delhi-110028
11. Press Tech Litho Pvt. Ltd.
B-2/201, Safdarjung Enclave, New Delhi-110029
Press:2A, Udyog Vihar, Greater Noida, UP
12. Rakesh Press
A-7, Naraina Industrial Area, Phase-II, New Delhi-110028
13. Rave Scans Pvt. Ltd
A-27, Naraina Industrial Area, Phase-II, New Delhi-110028
14. Thomson Press (India) Ltd. New Delhi-110020

