



**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS
WITH INTELLECTUAL DISABILITIES (DIVYANGJAN)**
Department of Empowerment of Persons with Disabilities (Divyangjan)
(Ministry of Social Justice & Empowerment, Government of India)
Manovikas Nagar, Secunderabad-500 009
(An ISO 9001:2015 Institution)



NIEPID/Pur.10(04)/2022-23/

21.09.2022

Tender Id – 09/2022-23

**SUB: TENDER DOCUMENT FOR PRINTING AND SUPPLY OF ANNUAL REPORT
INCLUDING PAPER FOR THE YEAR 2021-22- REG.**

TECHNICAL BID

You are requested to submit your offer as per our specification, terms and conditions online through e-procurement under single bid system (technical and financial bid) to be quoted as mentioned below:

Sl. No	Description	Qty	Rate	GST	Total Amount
1.	<p><u>Specifications for Printing</u> Size – 1/4th Demmy Total pages: 160 pages (156 pages inner pages (approx) out of which 46 pages are multi colour and 110 pages are double colour + 4 cover pages are multicolour). Paper (Outer) – 300 GSM Art Card Paper (Inner) – 130 GSM Art paper The printing should include paper, DTP, Filming, Plate making, Binding per sheet (section stitching), designing</p>	300 Nos (200 Nos in English Language and 100 Nos in Hindi Language)			

Terms & Conditions

1. The price quoted should be inclusive of all taxes.
2. The bids should be submitted on or before 12.10.2022 by 1100 hrs through e-procurement and date of opening 12.10.22 at 1500 hrs.
3. The tender is required to be submitted through e-procurement online under single bid system(Go to website www.eprocure.gov.in, click on tenders by organization and select National Institute for the Mentally Handicapped).
4. The cost of the Earnest Money Deposit of Rs.4000/- (Rupees Four Thousand Only) the amount may be transferred through RTGS to “NIEPID Institution, A/c No. 3631010100000025, IFSC Code – PUNB0453800, Punjab National Bank, Manovikasnagar, Secunderabad – 500 009 on or before opening of the tender. The details of UTR No. is required to be submitted online.

5. The successful bidder shall have to deposit a performance security deposit @ 3% of the total value of the order in the form of Demand Draft/Bank Guarantee which should be valid for over and above two months of completion of work/supply or the warranty period.
6. The following documents will be checked for technical scrutiny :
 - a) Shall submit 03 similar work orders of the value of Rs 1 lakhs and above for each order from different organizations executed in the last 03 years.
 - b) Shall have firm/shops & Establishment registration certificate (Attach copies).
 - c) IT returns of the company for last 3 years authorized by CA.
 - d) Stamp & Signature of the agency on all the pages.
 - e) Acceptance certificate of technical bid as per Annexure-1.
 - f) Acceptance certificate of financial bid as per Annexure-2.
 - g) Details of EMD submitted.
 - h) GST Certificate of the firm to be attached
 - i) PAN details to be attachedAll the above documents are required alongwith the technical bid.
8. The price quoted by the tenderer should be firm and inclusive octroi, freight and forwarding charges, handling charges, loading insurance charges, any other tax/charges inclusive of VAT/GST. No tenderer shall be allowed to revise its original price.
10. The material should conform to the specification given.
11. Delivery should be made by you free of cartage at NIEPID Secunderabad.
12. The successful agency should collect the materials/proof of Annual Report from NIEPID without any additional cost and submit the proofs till the finalization of printing.
13. No advance payment will be made. However the payment will be made after 15 days on completion and delivery to our satisfaction.
14. The work should be completed within 10 days after final proof which includes DTP, proofing, re-proofing and printing.
15. The agency submitting the bids should have their office in Hyderabad with a representative assigned who can liaise with this office for frequent changes/corrections in Annual Report. A proof of the office at Hyderabad is required to be submitted.
16. The decision of competent authority is final to accept or reject the Tender or relax the conditions of the tender.
17. IT/GST TDS will be deducted as per rules.
18. Demurrage charges will be made for delayed supply @0.5% per week
19. MSME Registered firms are exempted from submission of EMD only.

TECHNICAL BID FORM

Sl No.	Description	Submitted Yes/No Indicate the Page No. Where the copy attached In the tender document
1.	Name of agency	
2.	Addresses: Contact agency Mobile Number	
3.	Shall submit 03 similar work orders of the value of Rs 1 Lakh (Rupees One Lakh only) and above for each order from different organizations executed in the last 03 years.	
4.	Shall have firm/shops & Establishment registration certificate (Attach copies).	
5.	IT returns of the company for last 3 years authorized by CA.	
6.	Stamp & Signature of the agency on all the pages.	
7.	Acceptance certificate of technical bid as per Annexure-1.	
8.	Acceptance certificate of financial bid as per Annexure-2.	
9.	Details of EMD submitted.	

ACCEPTANCE CERTIFICATE

FOR TECHNICAL & FINANCIAL BID

I.....(designation).....,of (Name of the Company)..... hereby accept the above mentioned Terms & Conditions for **PRINTING AND SUPPLY OF ANNUAL REPORT INCLUDING PAPER FOR THE YEAR 2021-22.**

Date:

Place:

Signature & Company Seal

FINANCIAL BID

Financial Bid is required to be submitted in the following format in BOQ format only.

Sl. No	Description	Qty	Rate	GST	Total Amount
1.	<u>Specifications for Printing</u> Size – 1/4 th Demmy Total pages: 160 pages (156 pages inner pages (approx) out of which 46 pages are multi colour and 110 pages are double colour + 4 cover pages are multicolour). Paper (Outer) – 300 GSM Art Card Paper (Inner) – 130 GSM Art paper The printing should include paper, DTP, Filming, Plate making, Binding per sheet (section stitching), designing	300 Nos (200 Nos in English Language and 100 Nos in Hindi Language)			

Tender Inviting Authority