



**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS
WITH INTELLECTUAL DISABILITIES (DIVYANGJAN),
SECUNDERABAD**

(Department of Empowerment of Persons with Disabilities
(Divyangjan),
Ministry of Social Justice & Empowerment, Govt. of India)
Manovikasnagar, Secunderabad 500 009, Telangana, INDIA
(An ISO 9001:2015 Institution)

TENDER DOCUMENT

For

**Rate contract for Printing and Supply of NIEPID
Publications (including paper) for a period of one
year extendable under mutual agreement for a
further period of one year**

Tender No:-

1. Release of Tender document online	: 27.03.2024
2. Last Date & Time for submission of Tender	: 18.04.2024 1000 hrs
3. Last Date & Time of Opening of Tender Documents (only Technical Bid)	: 18.04.2024 1100 hrs
4. Earnest Money Deposit	: Rs.3,00,000/-

**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS
WITH INTELLECTUAL DISABILITIES (DIVYANGJAN)
(Formerly National Institute for the Mentally Handicapped)
Manovikas Nagar, Secunderabad – 500 009
Web Site: www.niepid.nic.in
Mail Id: purchase.nimh2011@gmail.com**

**Notice inviting tender for Rate contract for Printing and Supply of NIEPID
Publications (including paper) for a period of one year extendable under mutual
agreement for a further period of one year**

TENDER NO. 19/2024

Name of the Item : **“Rate contract for Printing and Supply of NIEPID publications (including paper) for a period of one year extendable under mutual agreement for a further period of one year (as per the Details/ Description mentioned in Price Bid).**

Earnest Money Deposit : Rs.3,00,000/- through RTGS

Last Date & time for submission of Tender : 18.04.2024 at 10.00 AM

Date & Time for opening of Tender / Quotation (Technical Bid – A) : 18.04.2024 at 11.00 AM

Address for submission of tender : National Institute for the Empowerment of Persons with Intellectual Disabilities (Divyangjan), Manovikas Nagar, Secunderabad – 500 009

Place of opening of the tender: National Institute for the Empowerment of Persons with Intellectual Disabilities (Divyangjan), Manovikas Nagar, Secunderabad – 500 009

Note:

1. Please go through the conditions of the tender document and ensure all the conditions are complied with. Incomplete tenders will be rejected at the discretion of the competent authority of NIEPID.

TECHNICAL BID - A

**QUESTIONNAIRE TO BE FILLED UP BY THE AGENCY APPLYING
FOR TENDER FOR Printing and Supply of NIEPID Publications
(including paper)**

1. (a) Name of the Firm / Agency :
(Full Address with Tel. No)
- (b) Status of Agency :
Including Partners
2. Details of any Tie – ups :
(Please attach)
2. The bidder should have annual turnover :
of **3 Crores** for the past 3 financial years
(2022-23,2021-22,2020-21)
duly authenticated by Chartered Accountant.
Submit Profit and Loss account and Balance
Sheet (please enclose copies)
4. Name of 3 clients wherein similar :
products have been provided.
Attach copies of work orders
of value of **Rs.30 lakhs** and above for
each year for each client in the
preceeding 3 years
5. Registration No. of the Firms / Agency :
under State Govt. or any other
Act. (enclose copy)
6. Income Tax No. / PAN No. :
(enclose copy)
7. GST Registration No (Attach copy) :
8. Solvency Certificate from the reputed :
banks for an amount of **Rs 1 Crore**
to be submitted which should not be older than
3 months as on last date of submission of
tender document.
9. The bidder must submit a self certificate :
that it has not been blacklisted by any
Govt./Other Agency since its inception.
10. Details of EMD submitted. :
(RTGS details to be uploaded)
(In case of exemption, a copy of
MSME registration may be submitted)

12. Total _____ :
number of pages / documents from SI.No. _____ to _____ are
Uploaded online with the tender document and all are duly numbered,
signed with office seal and date.

Date:

Signature of the Bidder or his Authorized
Signatory with Seal of the Agency / Firm.

Place:

GENERAL CONDITION OF THE TENDER

1. The tender shall be opened on **18.04.2024** at 11.00 am. or on such later date, as may be notified by NIEPID. If the said date is declared as holiday at a later date, the tender will be opened on the next working day.
2. The tender shall remain open for acceptance for One hundred & twenty (120) days from the date of opening of tenders by National Institute for the Empowerment of Purchase with Intellectual Disabilities (NIEPID). The time limit for acceptance may be extended by NIEPID at its discretion for such further period, as it may notify.
3. The tender document should be submitted online through e-procurement
4. The rate contract will be initially for a period of one year and extendable for a further period of one more year under mutual agreement at the same terms and conditions subject to satisfactory performance of the agencies.
5. The Price shall be quoted in BOQ chart for individual items as per the details given in the technical bid.
6. The Contractor shall follow all safety rules and security procedure that are in vogue and applicable during the supply / execution of work.
7. Payment will be released after the satisfactory receipt of material at the designated locations and certification by the concerned co-ordinator at NIEPID and no advance payment will be made.
8. The demurrage charges will be applicable for delay in the delivery and will be charged @ 0.5% per week. If the delay is for 01 or 02 days also total 01 weeks charges will be applicable.
9. The approximate value of the items required in a year would be approximately Rs.1.5 Crores. Mere entering into agreement is not binding on the institute for placing the orders. The Institute will place orders as and when required only.
10. The invitation to tender calls for bid proposals in two parts viz., Technical Bid and Price Bid.

Technical Bid shall consist of EMD for the required amount as per the tender documents and technical details which is required to be submitted online

- (a) The cost of the Earnest Money Deposit of **Rs.3,00,000/-** (Rupees Three Lakhs Only) and is to be the amount by 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.
- (b) Price Bids shall consist of item-wise price details in the given proforma as per the BOQ chart available in the financial bid of the tender document online.
- (c) The technical bid and the price bid are to be submitted online separately.

- (d) At the time and date of opening of tender, only technical bids shall be opened online.
- (e) The time and date of opening of price bids shall be intimated to the technically qualified bidders through online.
- (f) Tender not complying with the above conditions are liable to be rejected without any further reference.
- (g) This tender document is not transferable. The tendered work if awarded, is not transferable.
- (h) The Institute reserves the right to accept or reject any or all the tenders without assigning any reasons thereof and also relax the conditions of the tender at the discretion of the competent authority.
9. All tenderer should quote his / her rates in terms of Indian Rupees inclusive of all taxes and duties.
10. The specification submitted should match with the specification mentioned in the Tender Schedule.
11. If any tenderer violates or fails to fulfill any one of the above mentioned requirements, his or her tender may be liable to be rejected.
12. A successful tenderer will have to **Print and Supply of NIEPID Publications (including paper)** within 30 days after approval of final proof. Also the demurrage charges will be applied to the delayed supply @ 0.5% per week. If the delay is for 01 or 02 days, complete 01 week demurrage charges will apply. In case of non-supply complete EMD Security Deposit will be forfeited.
13. Payments will be made only after the completion of work in full and good condition to be certified by the Indentor and after completion of satisfactorily supply. There shall not be any advance payment and no such request shall be entertained.
14. Any attempts of negotiation / campaign, direct or indirect, on the part of a tenderer with the authority to whom he has submitted the Tender or the authority who is competent finally to accept, shall render such Tender liable to be excluded from consideration.
15. Late / delayed tenders shall not be accepted by e-procure portal. Any other / further clarifications in connection with submission of the tender may be made from the purchase department during office hours on all working days.
16. Exemption from EMD will be applicable only to the bidders who attach valid documents as per public procurement policy for MSEs, Govt of India.
17. The bidder must submit a self certificate that it has not been blacklisted by any Govt./Other Agency since its inception.
18. Original bills should be submitted to this office as per GST norms

TERMS & CONDITIONS FOR PRICE BID

1. The rates shall be on F.O.R. at NIEPID, Secunderabad/ New Delhi.
2. The publications are required to be printed in multiple languages. The soft copy of translated publication will be provided.
3. The rates to be quoted strictly as per BOQ format in the financial bid online only.
4. Prices shall be firm until the completion of work or supply and no enhancements of rates will be done / is permitted because of any escalation.
5. A sum of **Rs.10 Lakhs** (Rupees Ten Lakhs Only) will have to be deposited in the form of Bank Guarantee/Demand Draft on award of the rate contract to NIEPID. The bidder should see that the bank guarantee validity should be two months over and above the contract period.
6. The statutory deductions like GST, Income Tax, WCT, etc., as per standard norms will be made from the bills.
7. The taxes should be separately quoted and shall be payable as per existing Govt norms. Any increase or decrease will accordingly be regulated as per Govt norms.
8. NIEPID reserves the right to accept or reject any or part of offers without assigning any reasons.
9. The offers once received will not be returned to the agencies.
10. The Printing and Supply of NIEPID Publications (including paper) should be done within 15 days after approval of final proof. In case of any delay, penalty will be charged as per rules.
11. The required quantity for NIEPID publications may increase or decrease as per requirement.
12. In case of any dispute, the decision of Director NIEPID shall be final.

TECHNICAL SPECIFICATION

SI. No.	NIEPID Pub. SI. No.	Title	Size	Total Inner pages	Inner			Cover			Rates
					Blank	Printed		Blank	Printed		Rate for copies
						Single colour	Multi-colour		Single colour	Multi-colour	
1	10	Towards Independence Series Gross Motor Skills Inner 20 Page 80gsm maplitho Cover 2 pages 220gsm art card with gloss lamination	1/8 demmy	20	0	20	0	2	1	1	
2	11	Towards Independence Series Fine Motor Skills Inner 24 Page 80gsm maplitho Cover 2 pages 220gsm art card with gloss lamination	1/8 demmy	24	0	24	0	2	1	1	
3	12	Towards Independence Series Feeding on their own Inner 120 Page 80gsm maplitho Cover 2 pages 220gsm art card with gloss lamination	1/8 demmy	20	0	20	0	2	1	1	
4	13	Towards Independence Series Toilet Training Inner 24 Page 80gsm maplitho Cover 2 pages 220gsm art card with gloss lamination	1/8 demmy	24	0	24	0	2	1	1	
5	14	Towards Independence Series Brushing Skills Inner 20 Page 80gsm maplitho Cover 2 pages 220gsm art card with gloss lamination	1/8 demmy	20	0	20	0	2	1	1	
6	15	Towards Independence Series Dressing Skills Inner 20 Page 80gsm maplitho Cover 2 pages 220gsm art card with gloss lamination	1/8 demmy	20	0	20	0	2	1	1	
7	16	Towards Independence Series Bathing Skills Inner 24 Page 80gsm maplitho Cover 2 pages 220gsm art card with gloss lamination	1/4 demmy	24	0	24	0	2	0	2	
8	17	Towards Independence Series Grooming Skills Inner 16 Page 80gsm maplitho Cover 2 pages 220gsm art card with gloss lamination	1/8 demmy	16	0	16	0	2	1	1	

9	18	Towards Independence Series Social Skills Inner 16 Page 80gsm maplitho Cover 2 pages 220gsm art card with gloss lamination	1/4 demmy	16	0	16	0	1	2	1	
10	19	Manual for Towards Independence Series Inner Pages–80GSMMaplitho Cover 220gsm art card with gloss lamination Total No.of Inner pages –48 pages with single color only text	1/4 demmy	48	1	47	0	3	2	0	
11	47	Functional Literacy Series : Numbers Inner : 136 pages with single color with text Cover : 04 pages(02 inner side Blank +02 outer side with multi color) Pictures : 458 inner in single color and 01 picture in multi color, paper to be used : Inner Pages – 80 GSM Hybrite Papers Cover Page – 220 GSM Art Card(Cover Lamination) Binding Section Sweing	1/4 demmy	136	1	135	0	3	0	1	
12	48	Functional Literacy Series :Vegetables Inner : 80 pages with single color with text Cover : 04 pages(02 inner side Blank +02 outer side with multi color) Pictures : 351 inner in single color and 01 picture in multi color, Paper to be used : Inner Pages – 80 GSM Hybrite Papers Cover Page – 220 GSM Art Card (Cover Lamination) Binding Section Sewing	1/4 demmy	80	0	80	0	3	0	1	
13	49	Functional Literacy Series : Fruits Inner : 96 pages with single color with text Cover : 04 pages(02 inner side Blank +02 outer side with multi color) Pictures : 305 inner in single color and 01 picture in multi color, Paper to be used : Inner Pages – 80 GSM Hybrite Papers Cover Page – 220 GSM Art Card (Cover Lamination) Binding Section Sewing	1/4 demmy	96	0	96	0	3	0	1	

14	50	<p>Functional Literacy Series : Animals</p> <p>Inner : 80 pages with single color with text Cover : 04 pages(02 inner side Blank +02 outer side with multi color) Pictures : 258 inner in single color and 10 pictures in multi color, Paper to be used : Inner Pages – 80 GSM Hybrite Papers Cover Page – 220 GSM Art Card (Cover Lamination)</p> <p>Binding Section Sewing</p>	1/4 demmy	80	0	80	0	3	0	1	
15	51	<p>Functional Academics for Students with MR – A guide for teachers</p> <p>Inner : 152 pages with single color with text Cover : 04 pages(02 inner side Blank +02 outer side with multi color) Pictures : 85 inner in single color Paper to be used : Inner Pages – 80 GSM Maplitho Papers Cover Page – 220 GSM Art Card (Cover Lamination)</p> <p>Binding Section Sewing</p>	1/8 crown	144	1	143	0	2	0	2	
16	54	<p>FLIP CHARTS – 4 types (Vegetables, Animals, Vehicles and Numbers) :</p>									
	55	<p>Multi colour on 175 microns matt trump card, Designing, Type Setting, (DTP Any language) Scanning, Plate making, Printing, Packing (in shrink wrapping).Poly Propylene (PP) Stand in Navy blue colour with hot press printing (for flip chart) size open 18.5" x 16.5", 11 sheets of trump card with front multi colour and back single colour with wire-o-binding and half cutting. (Trump card and PP stand sample to be submitted while submitting EMD & Security deposit)</p>									
	56										
	57										

17	64	<p>Play Fun 'N' Learn.</p> <p>Inner : 108 pages with single color with text Cover : 04 pages(02 inner side Blank +02 outer side with multi color) Pictures : 296 inner in single color paper to be used : Inner Pages – 80 GSM Maplitho Papers Cover Page – 220 GSM Art Card (Cover Lamination)</p> <p>Binding Section Sweing</p>	1/8 crown	92	3	79	10	2	1	1	
18	74	<p>RAPID (Reaching and programming for identification of Disabilities)</p> <p>Inner : 160 pages in single color with text Cover : 4 pages (02 Inner Side Blank + 2 outer side with multi color). Pictures : 198 inner in single color Paper to be used : Inner page – 80 GSM Maplitho paper and Cover pages – 220 GSM Art Card (Cover Lamination)</p> <p>Binding Section Sewing</p>	1/8 demmy	160	12	148	0	2	0	2	

* Rexine cover

ACCEPTANCE CERTIFICATE
(FOR TECHNICAL BID)

I.....(designation).
..... of (Name of the Company)
..... hereby accept the above-
mentioned Terms & Conditions for **Rate contract for Printing and Supply of NIEPID Publications (including paper) at NIEPID, Secunderabad.**

Signature &
Company Seal

Date:

ACCEPTANCE CERTIFICATE
(FOR PRICE BID)

I.....(designation).

..... of (Name of the Company)

..... hereby accept the above-mentioned

Terms & Conditions for **Rate contract for Printing and Supply of NIEPID Publications (including paper) at NIEPID, Secunderabad.**

Signature &
Company Seal

Date: