



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad - 500030.

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**NOTICE INVITING e-TENDER FOR
PRINTING AND SUPPLY OF COMPENDIUM ON BEST PRACTICES &
SUCCESS STORIES FOR DDU-GKY**

On-line bids under two bid system (Technical and Financial) are invited from printers located in Hyderabad for printing and supply of "Compendium on Best Practices & Success Stories for DDU-GKY".

The detailed bidding document etc. can be viewed / downloaded from the website: <http://eprocure.gov.in>. OR www.nirdpr.org.in. Bidders are required to upload and submit their e-bid on Central Public Procurement Portal only. All subsequent amendments, time extension, clarifications, etc., will be uploaded on the website only and will not be published in newspapers. Bidders should regularly visit website to keep themselves updated.

The bidding document can be downloaded from 2.11.2019 and the last date for uploading of bids by the intending bidders simultaneously sending the original EMD for ₹ 22,000/- to the Institute through post/ courier/ in person is 22.11.2019 up to 3.30 PM.

Asst. Registrar (T)



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1. On-line bids under two bid system (Technical and Financial) are invited for printing and supply of “compendium on best practices & success stories for DDU-GKY” to NIRDPR, Rajendranagar, Hyderabad-500 030, Telangana. Manual bids shall not be accepted.
2. Tender document may be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in>. The time schedule for the tendering activities shall be as under:

i.	Date of notification of tender notice on CPP Portal / publication in the newspaper	2.11.2019
ii.	Start of downloading of tender document by the intending bidders	10.00 am on 2.11.2019
iii.	Last date of uploading of the bids by the intending bidders along with scanned copy of Earnest Money Deposit	22.11.2019 by 3.00 pm
iv.	Last date of submission of Demand Draft in original payable in favour of NIRD, Hyderabad towards Earnest Money Deposit (EMD)	22.11.2019 by 3.30 pm
v.	Amount of Earnest Money Deposit	₹ 22,000/- (Rs. twenty two thousand only)
vi.	Date of download of bids	25.11.2019 at 11.00 am

vii.	Estimated cost of the printing	₹ 11,00,000 (Rupees eleven lakhs only).
viii.	Tendering Authority	Assistant Registrar (T) I/c, National Institute of Rural Development & Panchayati Raj, Rajendranagar, Hyderabad – 500 030 Tel. 040-24008479

3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>
4. Not more than one tender shall be submitted by one printer or printers having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. **The Hard Copy of original instrument i.e. Demand Draft in respect of earnest money deposit, original copy of affidavits, and credit facility certificate must be delivered to the Asst. Registrar (T), NIRD&PR, Rajendranagar, Hyderabad – 500030 on or before bid opening date/time as mentioned in critical date sheet.**
6. Bids will be opened online as per date/time as mentioned in the **Tender Critical Date Sheet** at Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated later.

7. Submission of Tender

The tender bid shall be submitted online. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

8. Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). 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>.

9. Registration

- i) 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 is free of charge.
- ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii) 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.
- iv) 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 / TCS / nCode / eMudhra etc.), with their profile.
- v) 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.

- vi) 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.

10. Searching for tender documents

- i) 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.
- ii) 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.
- iii) 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.

11. Preparation of bids

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) 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.

- iii) 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 formats. Bid documents may be scanned with 100 dpi with black and white option.
- iv) 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” 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.

12. Submission of bids

- i) Bidder should log into the site well in advance for bid submission so that he/she 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.
- ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- iv) Bidder should prepare the DD towards EMD as per the instructions specified in the tender document. The original DD should be posted/couriered/given in person to the Assistant Registrar (Trg.), NIRDPR, Rajendranagar, Hyderabad – 500 030, latest by the last date of bid submission. 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.

- v) 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.
- vi) 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.
- vii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- viii) Upon the successful and timely submission of bids, 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.
- ix) The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.

13. Assistance to bidders

- i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person (Shri K.S.Krishna Raj, Assistant Editor, NIRDPR – Phone No.7560811100).
- ii) 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 233 7315.

14. Eligibility criteria for bidders and selection procedure

- (a) must be a registered firm;
- (b) must have well established printing press in Hyderabad.
- (c) should have annual turnover of at least ₹ 3,50,000 (Rupees three lakhs fifty thousand only) during the preceding three each financial years;

- (d) should have experience in printing works in the past three years anywhere in the country preferably for Government organizations, autonomous bodies;
 - (d) should have valid license, PAN No., GST Registration Certificate;
 - (e) must submit EMD in the form of DD for ₹ 22,000/- (Rupees twenty two thousand only) in favour of NIRDPR, Hyderabad in original before the last date and time specified for bid submission;
 - (f) must submit sample papers being used for printing ;
 - (g) should not have been blacklisted by any of the Government/ Semi-Government/ Private organizations.
- (i) Bidders who qualify on the basis of above criteria shall be short-listed. Financial bids of only such short-listed bidders shall be downloaded.
- (ii) The bidder who has accepted all the terms and conditions of contract unconditionally in the format prescribed at ANNEXURE-II and whose financial bid including all the taxes/ charges is found to be the lowest shall be selected for award of contract.



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PART-I: TECHNICAL BID

Sl. No.	Particulars	Information to be supplied by the intending bidder	Documentary proof page No.
1.	Name of the Firm		
2.	Address of the Firm		
	(a) Postal		
	(b) Telephone/ Fax/ Mobile No.(s)		
	(c) E-mail ID		
	(d) Website address, if any		
3.	Type of the / Firm (In the case of Partnership Firm, a copy of Deed to be submitted)		
4.	Owner/ partners of the Company/ Firm		
5.	(a) Year of establishment of the Co. / Firm (enclosed copy of the certificate as proof)		
	(b) PAN No.		
	(c) GST No.		
	(d) For how long the co. / firm has been providing printing works to Govt. / Semi Govt./autonomous bodies / large private organizations? (Proof to be submitted)		
6.	Details of Demand Draft submitted towards Bid Security/ Earnest Money Deposit for ₹ 22,000/-		
7.	Annual Turnover during the preceding three years i.e., 2015-16, 2016-17 and 2017-18 (copy of audited Balance Sheet and Profit & Loss Account to be submitted)	<u>Year Turnover</u> (in ₹ lakh) 2015-16 2016-17 2017-18	

8.	Submit ITR Certificate from the Income Tax Department for the years 2016-17, 2017-18 and 2018- 19 (copy ITR for each year to be submitted)		
9.	Has the Co. / Firm ever been blacklisted? (self declaration should be submitted)		

Date:

Signature of Bidder with
official seal

The following documents are to be uploaded by the bidder as per the tender document:

- i) Scanned copy of filled-in technical bid, appropriate value of valid registration certificate, **valid license**, experience certificate i.e. work orders placed by Government Departments as per the tender notice, PAN No, GST Registration certificate and Tender Acceptance Letter.
- i) Scanned copy of Income-tax assessment returns for the last three assessment years 2016-17, 2017-18 and 2018-19 and copies of audited statement of account by Chartered Accountant for the financial years of 2015-16, 2016-17 and 2017-18, Affidavit of partnership firm.
- ii) Scanned copy of the Demand Draft for Rs. 22,000/- towards EMD.

Note: All the hard copies in respect of the above documents along with sample papers being used for printing should be submitted on or before bid submission closing date & time to “Assistant Registrar (T) NIRD&PR, Hyderabad”.



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Part-II: Financial Bid

Having read and examined the contents of tender documents and the requirements of NIRDPR as indicated therein, I/We, the undersigned, offer the amount quoted below to print and supply of the compendium on best practices & success stories for DDU-GKY to NIRDPR:

Sl. No.	Specification of the books	No. of books	Rate per book (Rs.)	Total amount	
				(in figures)	(in words)
1.	Printing and supply of compendium on best practices & success stories for DDU-GKY (As per the specifications at Annexure-I)	500			
Total					

The above rate is inclusive of all taxes and all other charges.

Signature of the Bidder

Date:
Place:



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Other Terms and Conditions

- i) The EMD of all the unsuccessful bidders would be returned after the award of contract to successful bidder.
- ii) The selected bidder shall have to deposit 10% of the value of the contract awarded through Demand Draft drawn in favour of National Institute of Rural Development or bank guarantee for equal amount as performance security.
- iii) The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations on the part of the successful bidder.
- iv) The EMD of successful bidder would be returned on receipt of performance security.
- v) If the successful bidder(s) for any reason fails to print the book on time or fails to complete the printing within the stipulated time, the undersigned will have the right to cancel the order and forfeit the performance security available with the NIRDPR.
- vi) Payment shall be made only on satisfactory completion of printing work within the given time frame including the extended time and no advance payment shall be made.
- vii) The successful bidder should print and supply the books/boxes within a period of 1 week of issuance of work order. In case of emergency the printer would be liable to supply the books/boxes within a shorter period as stipulated by the Institute for which no additional cost may be provided.

- viii)** The Director General, NIRDPR reserves the right to accept or reject any or all the quotations received without assigning any reasons whatsoever.

- ix)** In the event of any dispute arising between both the parties i.e. NIRDPR and the printer, under these conditions or any conditions contained in the Purchase Order or in connection with this contract, the same shall be referred to the sole arbitration of the Director General, NIRDPR or some other persons appointed by him. The award of the arbitrator shall be final and binding on both the parties to this contract.

- x)** The order executed will be subject to Indian law and local courts at Hyderabad only.

Annexure-I

Specifications of the work:

Title of the book: Best Practices and Success Stories

No. of copies: 500

No. of expected pages in each book: 150-200 pages

Size: A4

Colour: Multi colour printing

Title Pages: Rendezvous (special) paper 170 GSM

Inner pages: Rendezvous (special) paper 200 GSM

Lamination: UV spot lamination & silk coating on all inner pages

Creasing

Specific requirements:

Inner pages: 200 GSM Rendezvous (special) with matte silk coating in multicolour

Binding: Bound binding with dust jacket

Box cover: 450 GSM Natural Evolution paper with multicolour printing to fit the book

Cover page: 170 GSM Rendezvous paper

Dust jacket: 240 GSM

Designing: Designing of all pages, including title pages, dust jacket and box cover (at least three samples need to be given by the printer. Of them, one will be selected for final printing.)

Cover pages: 4 pages with UV coating.

LETTER OF ACCEPTANCE OF TEERMS AND CONDITIONS

(To be given on Company's Letter Head)

Date:

To

The Asst. Registrar (T)
National Institute of Rural Development & Panchayati Raj
Rajendranagar
Hyderabad - 500 030.

Subject: Tender Notification for printing and supply of compendium on best practices & success stories for DDU-GKY - acceptance of terms & conditions of tender.

Ref: Tender Notification No. NIRDPR/AdmnC/printingof compendium/22/2019-20

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) <https://eprocure.gov.in>. as per your advertisement given in the above mentioned website(s).
2. I/We have read the entire terms and conditions of the tender document (including all annexure) which form part of the tender document and I/we hereby undertake that I/we shall abide by the terms and conditions including all clauses contained therein.
3. The corrigendum/ corrigenda issued from time to time by the NIRDPR, Hyderabad too have also been taken into consideration while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document/ corrigendum in its entirety.
5. In case of any provision of this tender being found violated by me/ us, the NIRDPR, Hyderabad shall, without prejudice to any other right or remedy, be at liberty to reject this tender/ bid including the forfeiture of the Bid Security/ Earnest Money Deposit in full.

Yours faithfully,

Signature of the Bidder with Official Seal