

National Highways & Infrastructure Development Corporation Limited
(A Public Sector Undertaking under the Ministry of Road Transport & Highways, Govt. of India)

3rd Floor, PTI Building,
4- Parliament Street
New Delhi-110001

F.No. NHIDCL/HQ/Admn/Misc

Dated: 10.01.2020

Short Tender Notice
for
Selection of Agency/ Agencies for Printing and Printing and Supply of Diaries of year
2020 in NHIDCL

Approximate cost of the tender	: Rs. 07 Lakhs
Earnest Money Deposit	: Rs.25,000/-
Last date and time for submission of Bids	: 3:00 P.M. on 17.01.2020
Date and time for opening of Technical Bids	: 4:00 P.M. on 17.01.2020
Date and time for opening of Financial Bids	: 5:00 P.M. on 17.01.2020

3rd Floor, PTI Building,
4- Parliament Street
New Delhi-110001

Dated: 10.01.2020

Short Tender Notice
for
Selection of Agency/ Agencies for Printing and Supply of Diaries of year 2020 in NHIDCL

National Highways & Infrastructure Development Corporation Limited invites sealed tenders under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/ Firms/ Agencies (hereafter called Agency) for **Selection of Agency/ Agencies for Printing and Supply of Diaries of year 2020 in NHIDCL, New Delhi.**

2. The complete Tender Documents can be downloaded from the website of NHIDCL www.nhidcl.com.

3. Interested Companies/ Firms/ Agencies may submit their bids complete in all respect along with Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand Only) and other requisite documents on or before 17.01.2020 by 03:00 P.M. to the **DGM (Admn), National Highways & Infrastructure Development Corporation Limited, 3rd Floor, PTI Building, 4-Parliament Street, New Delhi-110001.** No bid shall be entertained after this deadline under any circumstance whatsoever. The Bids will be opened at 04:00 PM on 17.01.2020 in presence of authorized representative of the Bidders who wish to be present.

4. NHIDCL reserves the right to amend or withdraw any of the terms & conditions contained in the RFP document or to reject any or all bids without giving any notice or without assigning any reason thereof. The decision of the National Highways & Infrastructure Development Corporation Limited in this regard shall be final and binding on all the bidders.


DGM (Admn)

Copy to:

1. PS to MD & Director (A&F), NHIDCL
2. IT Cell - for display in NHIDCL website.

GENERAL INSTRUCTIONS FOR BIDDERS

National Highways & Infrastructure Development Corporation Limited invites sealed tenders under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/ Firms/ Agencies (hereafter called Agency) for **Selection of Agency/ Agencies for Printing and Supply of Diaries of year 2020 in NHIDCL, New Delhi.**

1. Various crucial dates/ time relating to **for Selection of Agency/ Agencies for Printing and Supply of Diaries of year 2020 in NHIDCL, New Delhi** are as under:

A	Last date and time for submission of Bids	3.00 PM on 17.01.2020
B	Date and time for opening of Technical Bids	4.00 PM on 17.01.2020
C	Date and time for opening of Financial Bids	5:00 PM on 17.01.2020

2. The bids are invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are required to submit two separate sealed envelopes super scribing "Technical Bids for selection of Agency for Printing and Supply of Diaries of year 2020 in NHIDCL, New Delhi", and "Financial Bid for selection of Agency for Printing and Supply of Diaries of year 2020 in NHIDCL, New Delhi" Both the sealed envelopes should be kept in a third envelope super scribing "**for Selection of Agency/ Agencies for Supply of Diaries of year 2020 in NHIDCL, New Delhi**".
3. The interested Agency/ Agencies may submit their bid(s) complete in all respects along with the Earnest Money Deposit (EMD) for Rs.25,000/- (Rupees Twenty Five Thousand only) necessarily in the sealed cover containing Technical bid of the agency in the form of Demand Draft/ Pay Order drawn in the favour of **National Highways & Infrastructure Development Corporation Limited, payable at New Delhi**, and other requisite documents in two separate sealed covers, one super scribed "Technical Bid" and one super scribed "Financial Bid". The envelope containing Technical bid should contain the EMD and other documents mentioned under para-14 of General Instructions. The second envelope should contain only the financial bid. Both the sealed envelopes should be kept in a third envelope super scribed "**for Selection of Agency/ Agencies for Supply of Diaries of year 2020 in NHIDCL, New Delhi**" which should be addressed to DGM (Admn) and this third envelope should be dropped in the tender box kept at 3rd Floor PTI Building, 4 - Parliament Street, New Delhi-110001, failing which the tender shall be rejected summarily.
4. The EMD of the successful bidder will be refunded only after satisfactory completion of order.
5. The tendering Agencies are required to enclose duly self-attested photocopies of the documents along with the Technical Bid, failing which their bids shall be summarily/ outrightly be rejected and will not be considered for further evaluation. The originals documents shall be asked for verifications to the shortlisted firm after evaluation the bid.
6. Agency shall be required to provide client list of the reputed Companies/ PSU's Govt. organizations.
7. All entries in the tender form should be legible and filled clearly. If the space for furnishing the information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Non-adherence to this stipulation shall render the bid as non-responsive.
8. The Technical Bids of tenders shall be opened at **4:00 P.M. on 17.01.2020 at 3rd Floor, PTI Building, 4 - Parliament Street, New Delhi - 110001** in the presence of the

authorized representative of the Bidder (if any), who are present on the spot at that time. Financial bids shall be opened thereafter on the same day at 05:00 PM.

9. The **Competent Authority** of the National Highways & Infrastructure Development Corporation Limited reserves the right to cancel any or all the bids without assigning any reason.
 10. Technical Bid must be submitted in bound form duly Indexed and page numbered .
 11. All the pages of the tender document must be signed and duly affixed with the rubber-stamp of the firm as an acceptance of all the Terms & Conditions contained therein, by an authorized signatory.
 12. In case the signatures are made by a person other than Proprietor or designated Official of the firm an authority letter in his/ her name must be attached in original.
 13. Incomplete and/or Conditional bids shall not be considered and will be summarily rejected.
 14. **Technical requirements for Selection of Agency/ Agencies for Printing and Supply of Diaries of year 2020 in NHIDCL, New Delhi.**
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- i. The tendering Agency/ Agencies should fulfill the following technical specifications and furnish self-attested copies of documents in evidence of compliance with the specifications:-
 - (a) The Registered Office or one of the Branch Offices of the Agency should be located either in Delhi/ New Delhi or NCR region of Delhi.
 - (b) The Agency should be registered with the appropriate registration authority.
 - (c) The agency shall be registered with the Competent Authority for GST. A certificate duly signed by Chartered Accountant shall be attached.
 - (d) Bidder must possess and provide copy of PAN card either in the name of the firm of proprietor.
 - (e) The agency shall provide clients profile with Govt. organizations/ PSUs/ reputed companies.
 - (f) Work certificates for similar work in the past 05 years should be provided.
 - ii. Attested copies of the documents indicating compliance with the above specifications/ requirements should be kept in the sealed envelope containing Technical Bids.

Scope of work

To print and supply at least 3000 Executive Diaries of year 2020 of high quality*.

No. Pages	: 200 pages excluding covers
	i. One full page for one date of each month with colour printing of date and day.
	ii. Company information and other data in about 10 pages
	iii. Provision for calendar 2019, 2020 and 2021 as well as year planner etc approx 06 pages
Size	: Above A5
Print	: 2 Color for all pages
Paper (inner pages)	:130 GSM Natural Evolution White or Star dream crystal
Covers	: Front and back cover to be hard bound (leather cover), Foil printing with dye for covers at front and back.

Note: Design for Logo and other material for general page shall be provided by NHIDCL in print ready file.

The above requirement is tentative and is subject to actual requirement as may be decided by NHIDCL.

Please note that the rates quoted shall be for the purpose of ascertaining the L-1.

Evaluation of bids (qualifying only)

A minimum score for Technical Bid (Tn) of 50 (out of 80) is required for qualifying in technical bid evaluation based on the following criteria:-

Sl. No.	Parameters	Marks Allotted
1.	Length of experience of providing services. Designing and Printing to reputed Private Limited Companies/ Public Sector Companies and Government Department etc. (relevant proof to be attached with technical bids.)	5 marks for each complete year subject to a maximum of 25 marks.
2.	Client profile-Number of Government organizations/ PSUs/ Private organizations served/ presently being served for providing services of designing and printing work (relevant proof to be attached with technical bids).	5 marks for each client subject to maximum of 25 marks.
3.	Level of client satisfaction for completion of works of similar nature valued not less than 2 lakhs, during the last 5 (five) years (certificate from client organization to be attached with the technical bids). Maximum 05 best works would be considered for evaluation.	Based on grading in the client certificate, 6 marks for each Excellent/ Very Good grading, 4 marks for each Good grading, 2 marks for each Satisfactory grading, subject to maximum 30 marks.

- a. Financial bids of only such technically qualified and eligible bidders would be opened.
- b. Final selection shall be based on L-1 basis in Financial Bid.
- c. Conditional Bids are liable to be rejected;
- d. Please note that the work shall be awarded to the agency which stands L-1 in overall quote.
- e. In case L-1 defaults, NHIDCL reserves the right to forfeit the EMD of defaulter and award the work to next lowest bidder till L-3, (i.e. L-2 & L-3 in that order), provided the agency agrees to match the quote(s) of L-1, if their quoted price(s) are higher.

Terms and Conditions of Contract

General:

1. The contracting Agency shall not be allowed to transfer, assign, pledge or sub-contract the work under this contract to any other agency.
2. The actual requirement of printing requirements may vary (increase or decrease). The bidder(s) shall be bound by the rates quoted by them to the National Highways & Infrastructure Development Corporation Limited.
3. Duly authorized representative of Bidders will be allowed to participate in the bidding process on production of authorization letter.
4. NHIDCL will provide word format design/ logo etc for printing on the ordered material on disc/pen drive which, the printer may need to copy/ transfer on their computer/ software. The design, layout and color combinations shall be provided by NHIDCL.
5. The rates should be inclusive of freight charges, printing, binding, lamination, scanning, designing cutting, pressing, graphs, proof reading charges, and transportation etc. The rates should not have any ambiguities. Incomplete or ambiguous offers would be rejected.
6. NHIDCL reserves the right to reject any printing product which is not up to the specifications and within the time limit. Thereafter, the cost of reprint and final product transportation again must be bear by the Printer/ agency.
7. Bids received without complete documents/ information shall not be considered. Incomplete bid document will not be accepted. The qualifying bids will be scrutinized by the Department to shortlist the eligible bidders. The rates of only the technically qualified bidders will be taken for consideration. Late submission of tenders will not be accepted.
8. The agency to whom the contract is awarded must necessarily print and supply diaries as per specifications within 05 days of award of contract failing which a penalty of Rs.2,000/- per day will be imposed.

LEGAL

9. The Tax Deducted at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provide to the agency by the National Highways & Infrastructure Development Corporation Limited.
10. Any dispute will be subject to Jurisdiction of Delhi Courts.

FINANCIAL

11. The Technical bid should be accompanied with Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft/Pay Order drawn in favour of **"National Highways & Infrastructure Development Corporation Limited, New Delhi"** failing which the tender shall be rejected out rightly.
12. The EMD in respect of the Agencies which do not qualify the Technical Bid (First Stage)/Financial Bid (Second Stage) shall be returned to them without any interest. However, the EMD in respect of the successful bidder shall be returned only after successful completion of assignment.
13. The National Highways & Infrastructure Development Corporation Limited reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered.

Payments

14. Advance Payment will not be made. All payments will be released after satisfactory supply of materials/documents at NHIDCL.



DGM (Admn)

National Highways & Infrastructure Development Corporation Limited

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application - Technical Bid.
2. Attested copy of PAN/GIR Card.
3. Attested copy of the GST certificate.
4. List of clients
5. Copy of performance certificates.
6. Demand Draft/ Pay Order of Rs. 25,000/- (EMD)
7. All pages of the terms and conditions and 'Tender Notice' be duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

BID DOCUMENT
[TWO BID]

NHIDCL, New Delhi invites *sealed tenders* in two bids system (Technical Bid & Price Bid) from Delhi based printers

Sl. No	Particulars	Details to be filled by the Agency
1.	Name of the Firm/ Agency	
2.	Registered office/ business address of the agency	
3.	Name of Contact Person	
4.	Address with telephone, Fax numbers, Email and name(s)	
5.	Year of Incorporation/Constitution of the Firm/Agency	
6.	Income Tax - PAN No. (Attach copy of PAN)	
7.	GST no. (Attach copy)	
8.	Whether registered with Registrar of Companies. Date of Registration (Attach copy of Registration Certificate)	
9.	Whether the agency is providing services to reputed institutional customers like Central Government/ State Government/ any PSU etc. Give names of institutions/ agencies empanelled/ providing such services. (Attach copy of Orders/ proof)	
10.	Whether the agency has provided performance certificates for similar work value not less than Rs. 2 Lakhs during the last 05 years (Attach copy of Orders/ proof)	
11.	Whether the agency is equipped with the requisite infrastructure for designing, editing and graphics for printing as per scope of work.	YES/NO (attach documentary proof)

12. Details of EMD

Demand Draft No.....Date of issue..... Name of issuing bank.....

13. Verification – The application for empanelment should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of my knowledge and that in case of furnishing any false information or suppression of any material information, the application shall be liable for rejection besides initiation of penal proceedings by NHIDCL if it deems fit.

Signature of authorized Signatory

(with Full Name and Seal)

Date:

Place:

Financial Bid for Selection of Agency/ Agencies for Printing and Supply of Diaries of year 2020 in NHIDCL.

1. Name of tendering Company/ Firm/ Agency:

S.No.	Details of work	<u>Rates quoted exclusive of taxes for Printing and Supply per copy of Diary of year 2020</u>
	<p>To print and supply at least 3000 Executive Diaries of year 2020 of high quality*.</p> <p>No. Pages : 200 pages excluding covers</p> <p>i. One full page for one date of each month with colour printing of date and day.</p> <p>ii. Company information and other data in about 10 pages</p> <p>iii. Provision for calendar 2019, 2020 and 2021 as well as year planner etc approx 06 pages</p> <p>Size : Above A5</p> <p>Print : 2 Color for all pages</p> <p>Paper (inner pages) : 130 GSM Natural Evolution White or Star dream crystal</p> <p>Covers : Front and back cover to be hard bound (leather cover), Foil printing with dye for covers at front and back.</p> <p>Note: Design for Logo and other material for general page shall be provided by NHIDCL in print ready file.</p>	

Please Note:

- The contents and print ready copy shall be provided by NHIDCL.
- The tentative requirement of Diaries of year 2020 is 3000 which may increase or decrease.
- The diaries to be supplied within 05 days of supply order failing which penalty of Rs. 2,000/- for each day of delay and cancelation of SO along with forfeiture of EMD if the material not supplied by 10th day from placing of Supply Order.
- Please note that the rates quoted shall be for the purpose of ascertaining the L-1, however, the payment shall be made on pro-rata.
- The amount so quoted should include all liabilities of the agency towards delivering the item at NHIDCL. Please note no separate conveyance/ transportation charges etc. shall be admissible.

Signature of Authorized Person(s)

Date:
Place:

Name:
Seal:
