**National Highways and Infrastructure Development Corporation Limited**

A Public Sector Undertaking under Ministry of Road Transport & Highways, Govt. of India

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

No. NHIDCL/HQ/Finance/AGM/2015-16 Dated: 10th September, 2015

**Subject: Quotations invited for Engagement of an agency for printing of “Annual Report of NHIDCL”.**

 National Highways & Infrastructure Development Corporation Ltd.(NHIDCL), A Public Sector Company under the Ministry of Road, Transport & Highways, Govt. of India proposes to engage an agency for printing of Annual Report for the year 2014-15.

2. Sealed quotations are invited in the enclosed format from the reputed agencies for the above purpose. Two separate sealed bids clearly marked as “**Technical”** and “**Financial”** are required to be submitted which may be placed in one outer envelope clearly mentioning in bold letters on top of the envelope “**QUOTATIONS FOR ENGAGEMENT OF AN AGENCY FOR PRINTING OF ANNUAL REPORT OF NHIDCL”.** The bids may be addressed to ‘**Director (A&F), NHIDCL’** so as to reach by 12.00 hours on 18th September, 2015. “**Technical”** bids will be opened by the Tender Opening Committee, NHIDCL on18th September 2015, at 15.00 hours and “**Financial”** bid of only technically qualified bidders will be opened at 17:00 hrs on the same day. Bidders may send their authorized representatives to note the name and number of the bidders.

3. It may kindly be noted that the proposal would be evaluated by a committee to be constituted by NHIDCL. Selection of the Agency will be based on the criteria mentioned in EOI.

**(Sanjay Jaju)**

**Director (A&F)**

Notice Inviting Tender (NIT) - Annual Report 2014-15

**National Highways & Infrastructure Development Corporation Ltd.**

**Sub:- “ Engagement of an agency for printing of Annual Report 2014-15 of NHIDCL”**

1. **INTRODUCTION**

The National Highways & Infrastructure Development Corporation Ltd.(NHIDCL), is in the process of preparing its Annual Report for the year2014-15. Therefore, NHIDCL proposes to engage an agency for printingof Annual Report 2014-15.

1. **OBJECTIVE**

To produce an Annual Report within the prescribed time frame of 7 days after award of work.

1. **ELIGIBILITY CRITERIA**

3.1 The agency should have minimum 10 years of experience in printing of Books/Reports.

3.2 The agency should have a minimum average annual turnover of Rs. 5 crore during the last three years (a certificate from Chartered Accountant shall be required to be enclosed with the Technical Bid).

4. **SCOPE OF WORK**

The agency will be required to:

 4.1 Print the report in terms of specification stated in 5 below;

4.2 Produce draft designs to the NHIDCL for review and approval;

 4.3 Proof reading of English and Hindi versions of Annual Report;

4.4 Print Annual Report both in English and Hind language;

4.5 Perform perfect binding;

4.6 Submit required copies of the Annual Report to NHIDCL within the prescribed time frame as stated in clause 6 below, and;

4.7 Submit an electronic format (.doc, .docx, .cdr, and .pdf)of the report to the NHIDCL;

**5.** **SPECIFICATIONS**

5.1 Quantity

 **5.1.1. English version -500 Nos.**

 **5.1.2. Hindi version -100 Nos.**

5.2 Size: A4 (8.5”x 10.5”)

5.3 Number of pages: Approx. 80(+)or(-) 10 pages+4(cover)

5.4 Paper type:

 5.4.1. Cover-300 GSM imported art card (Matt)

 (Specimen of paper may be attached)

 5.4.2. Inside-130 GSM imported art card (Matt)

 (Specimen of paper may be attached)

5.5 The text shall also include Colour photographs of normal size

5.6 Lamination –Outer cover only

5.7 Binding- Perfect binding

**6. TIME FRAME OF ASSIGNMENT**

Submit required copies of English and Hindi versions **within 7 days** after handing over of the material / designs in English Language by NHIDCL.

**7. EMD cum Performance Guarantee**

An Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousands only) in the form of Demand Draft or Banker’s Cheque drawn in favour of National Highways & Infrastructure Development Corporation Ltd.(NHIDCL) payable at New Delhi is required to be attached with the technical bid. The EMD in respect of the successful bidder shall be admitted as Performance Guarantee and refunded only after successful completion of the work as per specifications.

**8. EVALUATION CRITERIA**

8.1 The format of application “Technical bid” at **Annexure –I** and “Financial bid” at **Annexure-II**is enclosed herewith**.**

8.2 The agency is required to submit bids for Technical offer and financial offer, duly sealed inseparate envelopes.

8.3 The bids of the eligible bidders as per Clause 3 will be scrutinized by an Evaluation Committee.

8.4 Only those bidders, who essentail elgibility qualificationms. above would be considered for Financial Evaluation.

8.5 **The work shall be awarded to the L1 bidder after evaluation of financial bids.**

8.7 The right to reject any or all bids rests with the NHIDCL without assigning any reason.

**(Sanjay Jaju)**

**Director (A&F)**

**ANNEXURE-I**

**DETAILED TECHNICAL PROPOSAL**

**(Along with EMD of Rs. 10,000/-)**

1. **GENERAL INFORMATION:**
2. Title of the Proposed assignment :
3. Name and address of the Agency :
4. Name & Designation of the Key Person :
5. Contract address of the key person :

(Email/fax/telephone)

1. Details of PAN No. ..............................................................
2. Financial turnover of the tendering Company/Firm/Agency for the last three Financial Years with documentary proof and certificate of the Chartered Accountant thereof. (Attach separate sheet if space provided is insufficient)

|  |  |  |
| --- | --- | --- |
| Financial Year | Amount (Rs. Lakhs) | Remarks, if any |
| 2011-12 |  |  |
| 2012-13 |  |  |
| 2013-14 |  |  |

1. Give details of minimum 10 years of experience in printing of Books/Reports.

 (If the space provided is insufficient, a separate sheet may be attached)

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Details of client  | Amount value of Contract (Rs. In Lakhs) | Completion certificate to be enclosed in each case |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**Signature of the Representative of the Agency**

**ANNEXURE – II**

**DETAIL FINANCIAL PROPOSAL**

1. **GENERAL INFORMATION:**
2. Title of Proposed assignment :
3. Name and address of the Agency :
4. **COST PROPOSED**

Amount of Cost proposed for:

|  |  |  |
| --- | --- | --- |
| **Components** | **Basis** | **Amount per page (in Rs) exclusive of service tax** |
| **(I) Printing Charges per page (**inclusive of lamination –Outer cover only, and binding- Perfect binding) in color | (Please indicate detailed charges) | **In figures** | **In word** |
|  |  |

**The basis for award of marks for financial bids shall be the per page cost of printing of the report inclusive of cover page.**

**Signature of the Representative of the Agency**