

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

Dated: 16.09.2016

Request for Proposal (RFP) for entering into Annual Rate Contract

Selection of agency/ agencies for entering into Annual Rate Contract for providing services of Designing, Printing of document(s) such as Books/ Annual Report(s), Booklets, Flyers, Leaflets, File Covers, Visiting Cards, Invitation Cards (including envelopes), Conference ID Cards, etc., for NHIDCL, New Delhi.

Earnest Money Deposit	: Rs.1,00,000/-
Cost of Bid documents	: Rs.1,000/-
Pre-Bid Conference	: 3:00 PM on 27.09.2016
Clarification on the Pre-Bid Conference (to be posted on www.nhidcl.com)	: By 5:00 PM on 30.09.2016
Last date and time for submission of Bids	: 3:00 P.M. on 07.10.2016
Date and time for opening of Technical Bids	: 4:00 P.M. on 07.10.2016
Date and time for opening of Financial Bids	: To be notified later on

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3rd Floor, PTI Building,
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Dated: 16.09.2016

Request for Proposal (RFP) **for entering into** **Annual Rate Contract**

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 entering into Annual Rate Contract for providing services of Designing, Printing of document(s) such as Books/ Annual Report(s), Booklets, Flyers, Leaflets, File Covers, Visiting Cards, Invitation Cards (including envelopes), Conference ID Cards, etc., for NHIDCL, New Delhi.** The contract shall be initially for a period of one year from the date of award of the contract, which may be further extended upon satisfactory performance and mutual agreement, for another period of one year on the same terms & conditions or curtailed/ terminated at any time before expiry of contract period depending upon performance of agency/ requirement of NHIDCL, on the same terms and rates subject to that the rates have not fallen down.

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.1,00,000/- (Rupees One Lakh Only) and other requisite documents on or before 07.10.2016 by 3:00 P.M. to the **Dy. GM (HR), 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 Technical Bids will be opened at 4:00 PM on 07.10.2016 itself and Financial Bids of only technically qualified bidders will be opened on a date to be notified later on, in the 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.

(Pradeep Chawla)
Dy. GM (HR)

Copy to:

1. PS to MD & Director (A&F), NHIDCL
2. IT Cell – for display in NHIDCL website and to upload on CPPP portal.

SCOPE OF WORK AND 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 entering into Annual Rate Contract for providing services of Designing, Printing of document(s) such as Books/ Annual Report(s), Booklets, Flyers, Leaflets, File Covers, Visiting Cards, Invitation Cards (including envelopes), Conference ID Cards, etc., for NHIDCL, New Delhi.** The contract shall be initially for a period of one year from the date of award of the contract, which may be further extended upon satisfactory performance and mutual agreement, for another period of one year on the same terms & conditions or curtailed/ terminated at any time before expiry of contract period depending upon performance of agency/ requirement of NHIDCL, on the same terms and rates subject to that the rates have not fallen down.

1. The contract will be initially for a period of **Two years** from the date of award of contract which may be further extended upon satisfactory performance for another period of one year on mutual consent and subject to the condition that the rates have not fallen down. The period of contract shall be further extended on the same rates and terms & conditions or curtailed/ terminated at any time before expiry of contract period depending upon requirement of NHIDCL.
2. Various crucial dates/ time relating to for providing services of Designing, Printing of document(s) such as Annual report(s), Booklets, Flyers, Leaflets, File Covers, Visiting Cards, Invitation Cards (including envelopes), Conference ID Cards, etc., for NHIDCL, New Delhi, are as under:

(a)	Pre-Bid Conference	3.00PM on 27.09.2016
(b)	Clarification on the Pre-Bid Conference (to be posted on www.nhidcl.com)	By 5.00 PM on 30.09.2016
(c)	Last date and time for submission of Bids	3.00 PM in 07.10.2016
(d)	Date and time for opening of Technical Bids	4.00 PM on 07.10.2016
(e)	Date and time for opening of Financial Bids of the technically qualified bidders	To be notified later on

3. 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 providing services of Designing and Printing for NHIDCL, New Delhi”, and “Financial Bid for selection of Agency for providing for providing services of Designing and Printing for NHIDCL, New Delhi” Both the sealed envelopes should be kept in a third envelope super scribing “Annual Rate Contract for Selection of Agency for providing services of Designing, Printing of document(s) such as Books/ Annual Report(s), Booklets, Flyers, Leaflets, Visiting Cards, Invitation Cards (including envelopes), Conference ID Cards, etc., for NHIDCL, New Delhi”.

4. The interested Agency/ Agencies may submit their bid(s) complete in all respects along with the Earnest Money Deposit (EMD) for Rs.1,00,000/- (Rupees One Lakh only) and cost of bid documents @ Rs.1000/- (non-refundable.) should be necessary kept in the sealed cover containing tech 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 a sealed envelope addressed to Dy. GM(HR) and drop it in the tender box kept at 3rd Floor PTI Building, 4 - Parliament Street, New Delhi-110001, failing which the tender shall be rejected summarily.
5. **The EMD of the successful bidder shall be converted to Performance Security and will be refunded only after the expiry of the Contract period.**
6. The tendering Agencies are required to enclose duly self-attested photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/ out-rightly 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(s) :-
 - (a) Copy of PAN/GIR card.
 - (b) Copies of the Service Tax/ VAT Registration Certificate.
 - (c) Proof of Annual Turnover of the firm for the last 3 years duly certified by a Chartered Accountant.
7. Agency shall be required to provide Clint list of the reputed Companies/ PSU's Govt. organizations.
8. 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.
9. The Technical Bid of tenders shall be opened at **4:00 P.M. on 07.10.2016** and Financial Bids of technically qualified bidders shall be opened on the date to be notified later on **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.
10. 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.
11. **Technical Bid must be submitted in bound form duly Indexed and page numbered.**

12. 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.
13. 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.
14. Incomplete and/or Conditional bids shall not be considered and will be summarily rejected.
