



National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan)

(Department of Empowerment of persons with Disabilities (Divyangjan),

Ministry of Social Justice & Empowerment, Govt. of India]

East Coast Road, Muttukadu, Kovalam (PO), Chennai – 603 112.

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NIEPMD/Pur4 (03)/2018-19

Dated: 02nd Nov 2018

To,

All Reputed Agencies

SUB: - E-TENDER NOTICE FOR PRINTING OF ANNUAL REPORT 2017-18

Sir,

National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD) is established by Government of India to provide various services to persons with Multiple Disabilities. The institute inviting e-tenders for printing of Annual Report from reputed agencies & printers having its registered and operation office in Chennai / Tamilnadu and having proven track record in field of printing work. Interested bidders can apply on line through NIC e-procurement portal URL "<http://eprocure.gov.in/eprocure/app>". The tender document can also be downloaded from our website www.niepmd.tn.nic.in. Bidder must be in printing business for last 05 years. Must have completed such 05 similar work during last 02 Years (Designing & Printing of such books). Copy of work order and completion certificate to be uploaded with bid.

You are requested to send the competitive quotes through e-tender process for designing, printing and supplying of Annual Report as per following details

Sl. No	Description of Items	Qty.
01	Annual Report 2016-17 (Full Colour) (1) Size of Book – ¼ Demy (2) Total No. of Pages:- 350 (Approximately) (3) Cover Pages : 04, (4) Full book in Colour (5) Paper: Imported Matt 130 GSM for inside pages & Imported Matt 300 GSM for Cover. ((6) Pictures included (7) Binding: Perfect with stitching (8) No. of Copies: (a) Hindi (b) English	150 Nos. 350 Nos.
02	Envelope cover for Annual Report 2016-17 (Printed in single colour)	500 Nos.

Soft copies of Reports will be provided in Microsoft word format only. Some data may be provide in hardcopy also to vendor by Institute. Digital copy to be provided for proof reading before printing.

Tender Submission process

Interested bidder may submit their quotes by giving all the necessary documents in English or Hindi as specified. **The tender must be submitted online through Central Public Procurement Portal e-procurement application through URL: <http://eprocure.gov.in/eprocure/app> only.** No manual bids will be entertained under any circumstances.

The tender document attached must be direct, concise, and complete and arranged in an organized and structured manner.

To participate in online bidding process, Bidders must procure a Digital Signature Certificate as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode, eMudhra etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.

NIEPMD will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid proposal well advance in time so as to avoid issues like slow speed, choking of web site due to heavy load or any other unforeseen problems.

Bidders are also advised to visit any local NIC office or call CPPP 24x7 toll free number 1800-3070-223 or mobile No. 07878007972, 07878007973 for further details about the e-tendering process

Important dates:-		
Tender Submission start Date	3rd Nov 2018	09.00AM
Last Date to apply for Tender	20th Nov 2018	04.00PM
Bid opening date	21st Nov 2018	04.00PM

Yours Sincerely,

Sd/-
(Dr. Himangshu Das)
Director

Annexures:

- (a) Special Terms & Conditions Page No. 3**
- (b) Checklist for Document Page No. 4**

Special Terms & Conditions

1. The Bidder must be a registered company / firm / HUF having its registered and operational office in Chennai / Tamilnadu.
2. The bidder should have their own agency facility. Proof to be upload in the Tech Bid.
3. The applying firm must be registered with the GSTN and the supporting proof for the same is to be uploaded.
4. Bidders should provide brief profile of their work experience for the last three years. (Attach Proof)
5. The tender received through fax / e-mail / post etc. will not be accepted.
6. The materials should be delivered at the address mentioned in purchase order.
7. Vendor will made all correspondence through NIEPMD purchase department only. No direct communication with user department will be accepted.
8. The tender submitted by any other means except NIC e-procurement portal, will not be entertained under any circumstances.
9. The total cost quoted should be exclusive of taxes. Applicable taxes to be mentioned separately. Tax applicable at the time of invoice will be paid.
10. NIEPMD reserves the right to accept / reject/ select more than one Agency and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.
11. The tender will be appraised by committee formed by NIEPMD.
12. The Financial bids of suppliers who are not qualified technically will not be opened.
13. The payment will be made within 30 (Thirty) working days after the supply is made & Clear receipt.
14. Agency selected for the contract **must provide PDF soft copies (compressed format) of annual report for uploading on NIEPMD website.**
15. The Materials are to be supplied at NIEPMD, Muttukadu, Kovalam, Chennai within **15 days** from the date of finalization of final proof.

We agree to all terms and conditions as mentioned above including the validity of the offer. Utmost confidentiality of the data provided shall be maintained.

Name, Designation & Signature of the bidder with the seal

CHECK LIST OF DOCUMENT MUST BE UPLOADED WITH BID

*The Bids shall be summarily rejected, if these documents are not uploaded with bid. Documents must be **uploaded in following sequence only:-***

Sl. No.	Particulars	Yes / No
1.	Tender Document scanned copy duly signed on all pages.	
2.	Proof of registered office in Chennai / Tamilnadu.	
3.	Brief profile of their work experience for the last three years. (upload Proof)	
4.	List of previous work done (Upload the copy of work orders / completion report as proof working colleges / universities / Central Government or State Government or private institutions for printing of annual reports or other books etc.	
5.	Must have completed such 05 works in last 02 years. (Copy of work order to be uploaded as proof)	
6.	Copy of affidavit duly notarized or certificate issued by Competent Authority as a proof of proprietary (in case of Partnership firm).	
7.	Copy of appropriate PAN Card	
8.	Copy of Registration with Service Tax and GSTN. Copy of GSTN Certificate.	
9.	Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last 02 financial year.	
10.	Firm / Company Registration certificate (Copy to be uploaded)	
11.	Must be in same business since last five years. (Proof to be uploaded)	
12.	Certificate by the bidder to be uploaded stating that the firm / company has not been black listed by any Central Govt. / State Govt. / PSU agencies.	
13.	Certificate by the bidder to be uploaded that they have read and understand all the term and conditions mentioned in the tender document.	
14.	Undertaking to supply on credit of 30 days after clear receipt of materials	
15.	Certificate on firm letter head to be provided regarding acceptance for Data Management. No specific format of data will be demanded, Vendor will be responsible to arrange the data in printable format.	