



NATIONAL INSTITUTE OF DISASTER MANAGEMENT,
(Ministry of Home Affairs, Government of India),
Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi -110042
Website: www.nidm.gov.in, Tel No. : 011-20873410

**Expression of Interest (EOI) for
Empanelment of vendors for Designing & Printing**

EOI Ref No: NIDM/publication/EOI/2021-22/01

National Institute of Disaster Management (NIDM), under the Ministry of Home Affairs, Government of India intends to empanel printers/vendors having professional and latest facilities of printing; situated in National Capital Region (NCR) primarily for a one (01) year extendable up to three (03) years for printing of NIDM publications and miscellaneous documents etc.

The empanelled printers will be responsible for designing & printing of books, modules, letterheads, visiting cards and any other material within the given time schedule. The requisite quantity/quality of paper to be used for printing of text, cover and illustrations are to be arranged by the printers.

Interested printers who fulfill the eligibility criteria, terms & conditions and quality parameters along with other aspects mentioned in the tender form may send two sealed envelopes containing technical bid (Annexure-I) and financial bid (Annexure-II) placed in one covering envelope addressed to the Executive Director, National Institute of Disaster Management by 24th June 2022 at 5:00 PM.

The detailed terms and conditions of the tender may be downloaded from the NIDM website <https://nidm.gov.in>.

Printers/vendors should read the document carefully as enclosed and comply strictly with the terms and conditions before submitting their bids.

Enlistment of printers/vendors for printing

Last date for submission of Tender 24th June 2022 (5:00 PM)

NOTE

- Please read and note each and every term and condition carefully before filling up the Tender Documents
- Tenderers must sign on each page of the Tender Document along with the seal
- Tenderers must submit the supporting requisite documents in a sealed envelope along with the duly signed tender document
- The envelope shall clearly mention the Date, Applicant's Name and Address and shall be super scribed "Application for Empanelment of Printers – for NIDM"

BACKGROUND

NIDM is interested to empanel printers for undertaking a wide range of printing works. The services of the printers would be undertaken for various publications viz visiting cards, letter heads, Envelopes, printing of registers/note books, Promotional Material i.e. leaflets, posters brochures, banners, booklets, Annual Report. The purposes of this EoI are to shortlist and empanel the printers based on specific parameters. It is planned to create panel of High Quality Printers who can execute the printing jobs on tight schedules as and when required.

ELIGIBILITY CRITERIA (ESSENTIAL CRITERIA)

1. The firm should have necessary Printer Registration certificate.
2. The firm should be located in the NCR.
3. The firm should have at least three years (2018-19, 2019-20, 2020-21) experience of producing quality publications, i.e., Books, Magazine, Journals and other publication of Govt. & Public undertaking organizations.
4. Annual Turnover should be minimum of fifty lakhs for each year for the last three financial years (2018-19, 2019-20, 2020-21) with copy of audited documents (including balance sheet and P&L) must be submitted.
5. The firm should have PAN number issued by the Income-tax department.
6. The firm should have GSTIN.
7. The printer should have its own printing facility/association with press in NCR with following mentioned equipments:

S.No.	Machines/Equipment	Quantity
1	Computers (DTP System)	2
2	Scanner/Drum Scanning (minimum A3 size)	1
3	Computer to Plate (CTP)	1
4	Color printer or any other proofing machine	1
5	Digital Printing machines	1
6	Lamination Machine	1
7	Binding Machine	1

Documents to be attached with the tender

1. Tender document and terms & conditions (each and every page) duly filled, signed and stamped by the printer along with the supporting Documents.
2. Printer Registration certificate from appropriate authority.
3. Audited copy (including balance sheet and P&L) of the annual turnover for last 3 years should be submitted.
4. Copy of PAN number issued by the Income-tax department.
5. Copy of GSTIN
6. Letter of associated press/own printing facility
7. (i) The two sealed envelopes containing technical bid (Annexure-I) and financial bid (Annexure-II) respectively should be placed in one covering envelope and sealed.
(ii) The technical bid should not contain any indicating of price offered; else the entire bid will be rejected.
8. Income tax return of last 3 years (certified copy is to be submitted with application).
9. Details of printing and designing works (Work order, completion certificate) executed for the last 3 financial years for Govt. & Public undertaking organizations.
10. Sample of work (Books/Annual Report/Pamphlet/Leaflet/Brochure etc.)

EMPANELMENT PERIOD

- The empanelment will be for a period of one year extendable on yearly basis for a maximum period of three years, on the basis of satisfactory services.
- The Panel of Printers empanelled through this EoI shall be eligible for award of work, as per the requirement as and when raised by NIDM.

EMPANELMENT PROCEDURE

- The evaluation of the applications for empanelment shall be carried out by the Committee constituted for the purpose.
- The Committee of NIDM will open the technical & financial bids received.
- The Committee will examine and evaluate each application on the basis of information and document submitted by the applicant.
- On the basis of evaluation, a list of printers who fulfill the requirement and provide the realistic rates shall be prepared.

NOTIFICATION OF EMPANELMENT

- NIDM shall notify the successful applicant about empanelment in writing by registered letter or by e-mail.
- The applicant shall acknowledge in writing, receipt of the notification of empanelment and shall send its acceptance within 7 days of receiving the notification. Failure to abide by this may lead to termination of empanelment.

AWARDING OF WORKS

- NIDM shall call the empanelled agencies by inviting quotation for institutes printing requirements, as and when appear, as per given time schedule.
- NIDM shall carry out detailed evaluation of such received quotation on technical and financial aspects to arrive at best selected printer for that work.
- NIDM shall select and enter into specific contract with identified printer on basis of scope, deliverables and terms and conditions.

- The selected printer shall be responsible and bound by that contract for successful execution of the work.
- The printer would be required to develop a specimen/dummy of the required printing material before going for final printing.

PAYMENT

- Payment will be released on presentation of correct bill supported with the copy of the work order of the authorized officers of the NIDM.

CONFIDENTIALITY

Both the parties shall take all reasonable steps to minimize the risk of disclosure of confidential information.

OTHER TERMS & CONDITIONS

- NIDM's decision in respect of evaluation methodology and short listing of Applicants will be final and no communications, whatsoever in this respect, shall be entertained.
- NIDM also reserves the right to reject any application if:
 - i. It is not in the given format
 - ii. At any time, a material misrepresentation is made or uncovered
 - iii. The agency/firm/entity does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the application.
 - iv. Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the EOI submission invalid.
- In case any of the documents furnished by the vendor is found fake at any point of time, during the scrutiny or during the entire tenure of empanelment, penal action can be taken against the defaulter vendor
- During empanelment period, NIDM reserves the right to de-panel, if the service provided by the vendor is found to be unsatisfactory or if, at any time, it is found that the information provided for empanelment is false, the NIDM reserves the right to remove such vendors from the empanelled list without giving any notice to the vendor in advance. NIDM's decision will be final and binding in this regard.
- For all printing jobs, approved rates for printing shall be applicable. No hike in the rates shall be entertained.
- If the work order includes any items not provided in the empanelment rates, payment shall be allowed on reasonable basis at the rates approved by NIDM.
- NIDM reserves its right to terminate the empanelment at any time without assigning any reason and call for a fresh empanelment.
- NIDM will periodically review the performance of the empanelled Printing Agencies and will take action as deemed fit in case of underperformance.
- The Printer shall be solely responsible for compliance with the provisions of all central and state Laws, various taxes & levies relating to persons deployed for providing services to NIDM.
- NIDM reserves right to approach vendors outside the panel of empanelled vendors in absence of proper response from empanelled partners.
- This EOI is neither an agreement nor an offer and is only an invitation by NIDM to the interested parties for submission of Applications.



NATIONAL INSTITUTE OF DISASTER MANAGEMENT,
(Ministry of Home Affairs, Government of India),

Application form for empanelment of printers/vendors

GENERAL

Note to fill the Application Form:

1. It is essential to fill all columns of the application.
2. Each page of the application form to be signed by the authorized signatory.
3. Attach separate sheets to fill the details, wherever required.

• Name of the Printer/Vendor: _____

• OfficeAddress: _____

• Telephones Nos. : _____

• E-mail / Website: _____

• Fax Nos. : _____

• Mobile Nos. : _____

• Nature of ownership of firm (Sole/Partnership/otherwise)

• If Registered, Regn. No. with name of authority :

Validity of registration:

- GST. No.:

- PAN No. :

- Is the firm, on the panel of any other govt. organization:

- Details of printing and designing works executed for the last 3 financial years (indicate year-wise)

Please attach list

- Details of turn over for the last 3 financial years (indicate year wise)

- List of clients with telephone Nos. in respect of which works have been executed successfully:

- Sample of work (copy attached):

(Signature of the Proprietor/Authorized Signatory)

Rubber Seal of the firm

Place:

Date:

Specifications for Financial information

S.No	Description	Specifications	Rate required for	Rate (to be filled by printer/Vendor)	Remark (if any)
Document Printing					
1	Book/Document	<ol style="list-style-type: none"> 1. Page Size: <ul style="list-style-type: none"> ○ 21 x 29.7 cm (A4) ○ 17 x 23.5 cm 2. Front Cover and Back: <ul style="list-style-type: none"> ○ 200-350 gsm ○ Art paper matt/Gloss ○ Finished with thermal lamination ○ Multi color printing 3. Inside Text Pages : <ul style="list-style-type: none"> ○ 100-130 gsm ○ Art paper matt/Gloss ○ Multi colour printing (both side) 4. Layout designing: Required 5. Binding: Perfect with lamination and creasing 6. Special golden color, Govt. of India emblem by foiling mode on front cover. 7. The printer/ firm also provide per leaf (\pm 4-Page) cost on proportionate basis. 	<ol style="list-style-type: none"> 1. 21 x 29.7 cm (A4) 1. Rate of one leaf (four pages = one leaf) 2. Rate of Cover page 2. 17 x 23.5 cm 1. Rate of one leaf (four pages = one leaf) 2. Rate of Cover page 		
IEC Material					
1	NIDM Letter Head	<ul style="list-style-type: none"> • Size: A4 • D.O Color paper • Emblem embossed with multi color printing of Logo 	Quantity <ol style="list-style-type: none"> 1. 100 No.: 2. 200 No.: 3. 500 No.: 		
2	Visiting Cards	<ul style="list-style-type: none"> • Size: 8.8cm X 5.5cm • Handmade Paper • Single Side printing with emblem (English) • Double Side printing with emblem (English & Hindi) • Emblem embossed with multi color printing of Logo • Multi color printing of Logo without embossing 	Quantity <ol style="list-style-type: none"> 1. 100 No.: 2. 200 No.: 3. 500 No.: 		

3	Flyer	<ul style="list-style-type: none"> • Size: A4, A5, A6 • Color: Multi color (both side printing of leaf) • Single fold & two pages in two fold with creasing • Text paper Quality” 130-170 gsm (Art paper- Gloss/Matt) • Layout or designing : Required 	1. A4 size Rate of one leaf (four pages = one leaf) 2. A5 size Rate of one leaf (four pages = one leaf) 3. A6 size Rate of one leaf (four pages = one leaf)		
4	Carry Bags	<ul style="list-style-type: none"> • Size: 29 cm x 40cm • Multicolor Color printing, Both side • Paper quality:250 gsm • white duplex • Matt lamination • Fabrication: Fancy Threading and Base strips • Layout and design: required 	Range 1. 100-250 No.: 2. 250-500 No.: 3. 500-1000 No.: 4. 1000-2000 No.:		
5	Folder	<ul style="list-style-type: none"> • Size: 22.5cmX30.5cm (Fold size), 30 cm x78.5cm (open size) • Self Pocket • Three fold • Paper quality: 350 Pearl Graphics / Megno Matt 	Range 1. 100-250 No.: 2. 250-500 No.:		
6	Writing Pad	<ul style="list-style-type: none"> • Size: 14cm x 21.5 cm • Total no. of pages: 50 • Text paper Quality” 100 gsm Art paper • Layout or designing: Required • Binding: spiral 	Range 1. 100-250 No.: 2. 250-500 No.: 3. 500-1000 No.: 4. 1000-2000 No.:		

7	Brochure	<ul style="list-style-type: none"> • Size: A4, A5, A6 • Color: Multi color (both side printing of leaf) • Single fold book • Text paper Quality: 130-170 gsm, 170-250 gsm, 250-350 gsm (Art paper- Gloss/Matt) • Layout or designing: Required 	1. A4 size Rate of one leaf (four pages = one leaf) 2. A5 size Rate of one leaf (four pages = one leaf) 3. A6 size Rate of one leaf (four pages = one leaf)		
8	Batches (ID Card)	<ul style="list-style-type: none"> • Card Size: 12 X 9 cm • Multicolor • Both side printing • Plastic Cover • Four color logo printer Strip with hook 	Range 1. 100-250 No.: 2. 250-500 No.:		

Note:

- No extra charges for delivery of the material to the institute.
- Kindly mention GST as applicable

Application for Empanelment of Printer
(To be typed & submitted in the Letter Head of the Company/Firm of printer)

Offer Reference No.....

Dated:

To,
National Institute Of Disaster Management,
Plot no. 15, Pocket-3,
Block-B, Sector-29,
Rohini, Delhi -110042

Dear Sir,

Sub: Submission of Application against EOI Ref No: NIDM/____/EOI/2021-22

We wish to introduce ourselves as printer and request you to consider our application for empanelment as a printer for printing NIDM's various printing work detailed in the EOI issued by NIDM, in accordance with the terms and conditions thereof.

I/We have carefully read the terms and conditions specified in EOI and also following listed documents connected with the EOI documents and agree to abide by the same.

1. Amendments/Clarifications/Corrigenda/Errata/etc. issued in respect of the EOI by NIDM (if any)
2. Notice Inviting Application
3. Documents referred in EOI document

Authorized Representative of Applicant