

F.No.NIDM/KMCD/NPDRR/2017-18
National Institute of Disaster Management
(Ministry of Home Affairs, Govt. of India, 5-B IIPA
Campus I.P Estate New Delhi-02

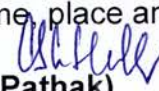
Date: 21/04/2017

Sub: Printing of NPDRR, Booklets

NIDM invites sealed quotations from empanelled printer of DAVP and Directorate of Printing (Govt. of India) for printing of High quality NPDRR conference Booklets per specification and quantity given below.

S.No	Publication	Quantity	Specification
1	NPDRR Conference booklet	1000	<ul style="list-style-type: none">▪ Page Size:21.5 cm (width) X 27.5 cm (Height)▪ Front Cover and Back: 300 GSM imported Art card (multicolor printing)▪ Inside Pages: 120 GSM Imported Art Paper (multicolor printing)▪ Layout designing: Required▪ Binding : Center pin ,lamination and creasing▪ Special silver color, Govt. of India emblem by foiling mode on front cover with NPDRR logo.▪ No of pages : 40

Quotations should be addressed to Executive Director, National Institute of Disaster Management, IIPA Campus, IP Estate, Ring Road, New Delhi-110002, and should be posted /couriered so as to reach the Institute on or before **27/04/2017 (before 5 p.m.)** Envelope containing quotation should be superscribed as Quotation for "**NPDRR Conference Booklet**" Quotations shall be opened at **3 pm on 28/04/2017** at Institute's building. You are requested to send only one representative during opening of quotations on specified time, place and date.


(P.K. Pathak)
Administrative Officer I/c

Annexure –I

TERMS AND CONDITIONS FOR QUOTATION OF PRINTING NPDRR, CONFERENCE BOOKLET.

1. The rates for the items may be quoted in the prescribed proforma given at **Annexure –II** and the rates may be quoted both in words and figures.
2. The firm PAN and CST/VAT registration certificate document duly signed & stamped accepting all the terms and condition of tender may also be attached. Samples should be enclosed with the technical bid.
3. The firms should have turnover of more than Rs. 5 lakhs during previous three financial years.
4. The materials/samples will be collected from National Institute of Disaster Management 5BIIPA Campus I.P. Estate New Delhi-02 as the case may be. Printed material will be delivered within the stipulated time (**The work is Urgent Nature, some cases printing firm will get only 3-days for printing work & delivery time**) to the office without any additional charge for cartage / labour, etc
5. The component of taxes, if any, should be indicated separately and clearly in the quotations. This should not be added on in the basic prices of the items of work.
6. The quality of work will be inspected by an authorized officer of the Institute and if found to be sub-standard or of poor quality or if the job has not been executed as per the instructions, the bound/printed material will not be accepted by the Institute. The firm shall be responsible for any loss/damage etc., which might be caused to the original material or books etc. of this Institute. The loss would be adjusted from security deposit or any dues payable to the firm at the appointed time. The charges of bills will be inclusive of all editing, designing and proof readings.
7. The evaluation shall be done on basis of total cost of all the items and accordingly L1 shall be selected. The comparison for evaluation shall be of price of the goods offered inclusive of all taxes and levies. However, the exact work will be placed based on the actual requirement.
8. Payment is generally made within 30 days from the date of receipt of valid bills in the office of NIDM.
9. The Tender is liable to be cancelled without notice if the work is not found satisfactory or the work is not completed within the stipulated time.
10. This Institute reserves the right to accept or reject any quotation in whole or in part at any time without assigning any reasons thereof.

11. The contract should be valid for a period of 3 months from the date of submission of tender.

12. The bidder will deposit an amount of Rs. 3000/- (Rupees Three thousand only) as account payee bank draft/banker's cheque / bank guarantee drawn in favour of DD, National Institute of Disaster Management payable at New Delhi as earnest money deposit (EMD). Exemption for remittance of EMD shall be as per GOI guidelines such as firm registered with NSIC, MSME etc. with supporting to this effect of their valid registration.

13. The decision of the Institute regarding the interpretation of the terms & conditions of the contract or any dispute arising out of it will be final and binding on the firm.

14. Notwithstanding anything contained in the above, the Institute reserves the right to terminate the contract at any stage without assigning any reason thereto.

15.. The successful bidder will have to deposit performance security amounting to 10% of the tender cost and in the shape of DD / Bank Guarantee valid for 3 months w.e.f. the date of award of the contract before any supply order is placed. The security money will be forfeited if the firm fails to perform any of the terms or conditions of the Tender.

16. The item should be of prescribed specifications. In case it is found that the items supplied are of sub-standard or of unacceptable nature, it would be open to this office to return the supplies or even forfeit the security money.

17. The firm shall be responsible for delivery of items in office as per supply order in good condition. Selected firms should deliver the items at site free of cost.

18. The firm shall replace any item at its own cost, if not found in good condition, substandard or not as per the specifications.

19. In case of bad quality of material, a penalty of Rs. 10,000/- shall be imposed on the firm.

20. The above particulars are also available on NIDM website i.e. www.nidm.gov.in

21. Tenderer will supply NIDM, sample with the same specifications as specified in the quotation form and dummy of the same in actual specification and size.

22. **Any extra /less pages will be charged /discounted on pro-rata basis.**

23. LIQUIDATED DAMAGES:-

23.1 The date of supply of printed materials to NIDM stipulated in the acceptance of the tender should be deemed to be the essence of the contract and delivery must be completed not later than the dates specified therein. Extension will not be given except in exceptional circumstances. Should, however, supply of printed materials be made after expiry of the contracted delivery period, without prior concurrence of the purchaser and be accepted by the consignee, such delivery will not deprive the purchaser of his right to recover liquidated damage.

23.2 Should the supplier fails to deliver the order within the period prescribed for delivery, the purchaser shall be entitled to recover 1 % of the value of the delayed supply for each week of delay or part thereof subject to a maximum of 10%. LD charges shall be levied as above on the total value of the Purchase Order. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier

24. ARBRITRATION

24.1 In the event of any question, dispute or difference arising under the agreement in connection herewith (except as to matters, the decision to which is specifically provided under this agreement) the same shall be referred to sole arbitration of the NIDM. The Executive Director , NIDM shall appoint an Arbitrator. In case his designation of the Arbitrator is changed or his office is abolished then in such case to the sole Arbitration of the officer for the time being entrusted whether in addition to the function of the NIDM or by whatever designation such officer may be called (herein after referred to as the said officer) and if the NIDM or the said officer is unable or unwilling to act as such, than to the sole arbitration of some other person appointed by the NIDM or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof.

24.2 The arbitrator may from time to time with the consent of both the parties extend the time frame for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

24.3 The venue of the arbitration proceeding shall be the NIDM at New Delhi or such other place as the arbitrator may decide.

The rates of the individual items are enclosed in the prescribed proforma.

THE TERMS AND CONDITIONS MENTIONED ABOVE ARE AGREED TO

Name of the firms -----

Signature in full with date-----

Telephone Number-----

e-mail-----

Quotations for printing NPDRR Conference Booklets

Name of the firm (in Block letter) :

Complete Address (With telephone No. & email ID):

In response to the quotation inquiry letter No. ----- dated the -----.

We hereby submit our quotations for printing **following items.**

S.N	Item description	Qty	Printing Charges	Layout designing charges	VAT %	Amount of VAT (Rs.)	Total Cost (Printing, layout, VAT)
1	<ul style="list-style-type: none"> ▪ Page Size:21.5 cm (width) X 27.5 cm (Height) ▪ Front Cover and Back: 300 GSM imported Art card (multicolor printing) ▪ Inside Pages: 120 GSM Imported Art Paper (multicolor printing) ▪ Layout designing: Required ▪ Binding : Center pin ,lamination and creasing ▪ Special silver color, Govt. of India emblem by foiling mode on front cover with NPDRR Logo. ▪ No of pages : 40 	1000					
TOTAL AMOUNT (Both in Words and Figures) (Rupees.....) inclusive VAT.							Rs.....

Name: -----

Signature: -----

With seal