

No. D- 13023/12/2009-C&G
Government of India
NDMA Bhawan,
A-1, Safdarjung Enclave, New Delhi-110001

Dated: 19th February, 2010

REQUEST FOR PROPOSAL

NDMA invites sealed proposal under single bid systems from reputed printers meeting the eligibility criteria set forth in the proposal for the following work:-

1. Name of Work : Re-Printing of Guidelines/ Reports/
Manuals as per Specifications given in
Annex-1
2. Earnest Money Deposit (EMD): Rs. 10,000/- (Rupees Ten
Thousand Only) in the form of
DD or Pay order drawn in
favour of DDO, NDMA, New
Delhi
3. Proposal Due Date (PDD) : By 11.00 AM on 10/03/2010

4. Printing specification & Instructions to Applicants, are given in Annex – 1 and 2 respectively. Sealed offers may be sent as per format in Appendices 1, 2 and 3. The envelope containing the offer (Financial Bid and the EMD in separate covers) should be superscribed as ‘**Re-printing of NDMA Guidelines/ reports/Manuals**’. The applicant should submit the Annexure 1 & 2. duly signed and accepted in the sealed cover containing the Details of the firm along with Appendix 1 & 2, duly signed and filled in. The Financial Bid in the format prescribed in Appendix 3 duly filled in & signed should be sealed in a separate cover. The EMD should be put in a separate cover. The details of Annexure 1 & 2. and Appendix 1,2, and 3 may be downloaded from NDMA’s site www.ndma.gov.in.

5. The envelop containing the “Details of Firms” will be opened first on the prescribed date and time and evaluated on the basis of meeting all the requirements.

6. The financial bids of only those Applicants who fall in category ‘A’ Printers of DAVP & ITDC will be opened

7. The sealed offer along with EMD must reach to the undersigned at NDMA Bhawan, A-1 Safdarjung Enclave, New Delhi by 11.00 am of 10/03/2010. The EMD may be either in the form of Account Payee Demand Draft or F.D.Receipt or Banker’s Cheque or Bank Pay order.

8. The Performance Bank Guarantee (10%) will be fixed based on value of contract. Performance Bank Guarantee may be furnished either in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a commercial Bank, Bank Guarantee from the commercial Bank in an acceptable form in safeguarding NDMA’ interest.

9. The Competent Authority reserves the right to cancel any or all of the offers without assigning any reason thereof.

(S.K. Prasad)
Under Secretary (G)
Ph. No. 26701885

Annexure -1

National Disaster Management Authority
Printing Specifications/Financial Bid Form for re-printing of
NDMA Guidelines in English.

S.No	Details	Specifications	
1.	Size	8.5 x11.5	
2.	No. of pages (i) NDMA Guidelines/ Manuals	As mentioned in Appendix – 3.	
3.	Colour	4+0 (Cover) 4+4 (inside)	
4.	Cover:	4 Colour 300 GSM of Magno matt art card gold leaf logo of Govt. of India and NDMA with matt lamination and embossing	
5.	Quality of Paper:	130 GSM Magno matt imported art paper	
6.	Binding	Section sewing of inside pages with drawn on covers. Outer covers to have mat plastic lamination with gold leaf printing of Crest and NDMA Logo with embossing thereof.	
7.	Scope	Re-printing of already printed Guidelines/Reports/Manuals of NDMA as per job specification prescribed in Appendix – 3.	
8	Time Schedule for printing work for each order	(a) Submission of dummy copies exactly as per aforesaid specifications.	07 days from approval given by the NDMA .
		(b) Supply of entire order.	15 days from final approval given by NDMA on (a) above.

- Packaging** : All guidelines are to be Packed and delivered in
Corrugated Vermin proof boxes.
- Forwarding:** To be delivered in Room No.104, NDMA, A-1,
Safdarjung Enclave,
New Delhi.
- Sample** : Can be seen during office hours in the office of the
Section Officer (G), NDMA, A-1 Safdarjung
Enclave, New Delhi.

Approximate Quantum of work to be done:-

A. **Re-Printing of NDMA guidelines in English:-**

- (i) **Offset printing** of 4000/5000/6000/7000/8000 copies of NDMA
Guidelines/Reports/Manuals in English as listed in Appendix – 3.
2. The above work involves re-printing of Guidelines/Reports/Manuals copy of which
is already available.

Date -

Signature of Printer

Instructions to Applicants

1. Preparation of proposal

(A) Details of firms

- (i) The details of firms of the applicant, complete in all respects, shall be made in the form of specified in Appendix 1. While submitting the Details of Firms, the applicant shall in particular ensure that all the information in the prescribed format are duly filled in. The Details of Firms alongwith Appendix 2 and Annex 1 and 2 duly signed must be sealed in the proposal containing the “Details of Firms”.
- (ii) The Details of Firms must not include any financial information.

(B) Financial Proposal

- (i) The Financial Proposal of the applicant complete in all respect, shall be made in the form specified in Appendix-3
- (ii) While submitting the Financial Proposal the applicant shall ensure the following: -
 - (a) All items indicated in Appendix 3 are filled in.
 - (b) The total amount for formatting and printing etc. of guidelines/ manuals as per specification in Annex-1 are correctly filled in Appendix-3.

(C) EMD :

An EMD for the specified amount in the form of Demand Draft or Pay Order drawn in favour of DDO, NDMA, New Delhi, Fixed Deposit Receipt or Bank Guarantee may be put in a separate sealed envelope marked as “EMD”.

2. Submission of Proposal

- (i) The proposal will be sealed in a large envelope which will bear the address of NDMA, and name of the work i.e. **‘Re-Printing of Guidelines/Reports/Manuals for NDMA’**.
- (ii) NDMA assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted in case the envelope is not sealed and marked as instructed above.
- (iii) This outer envelope will contain three separate sealed envelopes, one clearly marked ‘Details of Firms’, the other clearly marked ‘Financial Proposal’ and the third containing the EMD marked as “EMD”.
- (iv) The “Details of Firms” and Financial Proposal must be prepared in indelible ink and must be signed by the Authorized Representative of the Applicant. All pages of the original “Details of Firms” and Financial Proposal must be numbered and initialed by the person or persons signing the Proposal.
- (v) The Proposal must contain no interlineations or overwriting except as necessary to correct errors made by the Applicants themselves, in which cases such correction must be initialed by the person or persons signing the Proposal.

- (vi) The complete Proposal must be delivered on or before the specified time on the Proposal Due Date.
- (vii) The Proposal shall be made in the forms specified in this document. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.
- (viii) Proposals submitted by fax or telegram or e-mail will not be accepted. NDMA reserves the right to reject any Proposal that is not submitted according to instruction stipulated in the tender format.
- (ix) The rates quoted shall be valid throughout the period of execution of the work.

1. Evaluation Process

- a. Evaluation of Proposals –. The packets marked “Details of Firms” will be opened first.
- b. After scrutinizing the “Details of Firms”, NDMA would prepare a list of prequalified applicants for opening of their financial proposals. A date, time and venue will be notified to all applicants for announcing the results of evaluation and opening of financial proposals.
- c. The financial offers of the applicants will be arranged in accordance with the total rates quoted for the Items – in the format specified in Appendix-3 of the Financial Bid.

Appendix – 1

National Disaster Management Authority

Government of India

DETAILS OF THE FIRM

1. FIRMS DETAILS:

a) Name of the firm

b) Address

c) Telephone No:
Mobile No.:

d) Type of firm: Proprietary /Private/Private
Ltd./MNC/Co-operative/Govt.
Undertaking.

e) Name of the Proprietor/Partners

f) Empanelment with DAVP/ITDC as “A” YES /NO

category Printers.

(Enclose copy of Certificate)

2.. Has the firm ever been debarred /Black YES/NO

Listed by any Organization? If ‘yes’ the
Details thereof.

3. Details of Award/Certificate of Merit etc. YES/NO

Received from any Organization, if any.

(Please attach the copy)]

4. EMD details :-

DD/Bank draft/Banker's Cheque/ Bank Guarantee// No..... Dated

Fixed Deposit/Banker's Cheque for Rs. 10,000:00 (Ten Thousand
Only)

Name of drawee.....

Name of the Bank.....

TERMS AND CONDITIONS FOR PRINTING OF GUIDELINES/MANUALS

1. The Printer will be responsible for printing, binding and delivery of the jobs assigned to it, to be carried out in workmanlike manner and as per the specifications given at Annex-1. The NDMA will be the sole judge of satisfactory execution of the job. If the execution of the job is not in accordance with the specifications, the bulk supply is liable to be rejected without any compensation to the Printer. The Printer might be called upon to rectify the errors or defects at his own cost and to the satisfaction and within the time fixed by the NDMA. The NDMA will have no liability whatsoever for rejected supply. The Printer shall give all assistance and information to the NDMA as may be required in connection with jobs assigned to him, failing which the work can be withdrawn. After the printing job is over the Printer will have to provide NDMA softcopy of each guideline/report/manual in CD of High resolution CMYK PDF with crop mark.
2. The Printer will carry out all corrections/mistakes pointed out by the NDMA at any stage without any extra cost.
3. The Applicant will deposit an amount of Rs.10,000/- (Rupees Ten Thousand only) (refundable) as account payee bank draft or banker's cheque, drawn in favour of DDO, NDMA Payable at New Delhi as Earnest Money Deposit (EMD). In case, the successful Applicant shows inability at any stage, after the contract is finalized or awarded, for whatsoever reason(s), to honour the contract, the EMD would be forfeited. The EMD of the unsuccessful Applicants would be refunded after finalization of the tender. The EMD of the successful applicant may be adjusted against the Performance Bank Guarantee (PBG).
4. The successful Applicant shall be required to deposit a sum equivalent to 10% of the accepted value of the Contract as Performance Bank Guarantee (PBG) in the form of account payee bank draft or banker's cheque drawn in favour of DDO, NDMA. The same would be refunded after successful completion of the contract. In case the Printer fails to adhere to prescribed time schedule and other deficiency

is found in respect of quality of paper, card, printing or layout etc. as per terms of the Contract, the Performance Bank Guarantee is liable to be forfeited.

5. Bidders may quote their minimum rates strictly as per format at Appendix-3 Conditional rates will not be accepted. There should be no cutting/overwriting in the quotations. Taxes, if any, should be shown separately, giving full details otherwise it will be presumed that the rates are inclusive of all taxes.
6. Payment Terms: 100% Payment shall be released on completion of work and submission of bill for each items indicated in the Financial Proposal. No part payment for any item shall be allowed.
7. NDMA may terminate/cancel the agreement at any point of time without assigning any reason. The decision of NDMA will be binding on the firm.
8. Correction or overwriting in the tender documents is not permissible. Every sheet of the Tender document should be signed and stamped by authorized signatory of the firm.
9. The NDMA will have the exclusive rights to cancel the contract at any time during the currency of the contract, without assigning any reasons whatsoever and without any compensation to the firm.
10. The NDMA reserves the right to reject goods which do not confirm to the specifications. The defective printed material, if found, will be replaced by the Agency.
11. In case of any dispute, the jurisdiction of Delhi courts shall apply.

(Signature of the Printer with Seal of
Acceptance of the terms and conditions)

Place

Date

Note

1. Rates should be inclusive of all taxes, packaging and delivery charges as specified.
2. The applicants would be evaluated on the basis of the Total rates quoted for items as given in Appendix-3.

Authorised Signatory
(with full name and designation)

NATIONAL DISASTER MANAGEMENT AUTHORITY
Government of India

FINANCIAL BID

Appendix - 3

Note : Rates and Amount should be written in both in figures and words.

Sl. No.	Job Specifications	Quantity	Rate (Rs.) (per copy)	Amount (Rs.)
1.	Offset Re-Printing of NDMA Report on "National Policy on Disaster Management - 2009" Size 8.5"x11.5" printed in 4 colour on imported art paper 130 GSM. Cover printed in 4 colour on imported art card 300 GSM with matt lamination, gold leaf logo of Govt. of India and NDMA with embossing. 52+4 pages	4000 copies		
		5000 copies		
		6000 copies		
		7000 copies		
		8000 copies		

