



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
“NDMA Bhawan”, A-1 Safdarjung Enclave,
New Delhi –110029



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No. 11-45/2017- Awareness

Date: 26th July, 2019

To,

List of Vendors/Dealers as per the list Annexure -X

Subject: Contract for printing of awareness booklet on Do's and Don'ts.

The undersigned is directed to inform that National Disaster Management Authority intends to award contract for printing of awareness booklet on Do's and Don'ts. It is requested that sealed quotations under Limited Tender Enquiry may be sent online on or before 14.08.2019 at 3.00 P.M. The tender will be opened on 16.08.2019 at 3.30 PM in front of the representative of the firm. A copy of the terms and conditions, price bid and check list are enclosed herewith as Annexure-I, Annexure-II and Annexure III respectively.

Sd/-

(Dr. S. K. Jena)
SRO (PR&AG), NDMA
Tel No. 011- 26701707

**TERMS AND CONDITIONS FOR QUOTATION FOR PRINTING BINDING JOBS IN THE
NATIONAL DISASTER MANAGEMENT AUTHORITY**

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 firms should have at least three years experience of printing of annual reports, publications, etc in Central Government Offices. A copy of the experience certificate may be enclosed. The firm also should have GST Number.
3. The firms should have turnover of more than 30.00 lakhs during previous two financial years. Certificate of satisfactory performance (for previous two years i.e. 2017-18 & 2018-19) in similar services with Central Govt. / State Govt. / PSU.
4. The sample will be collected from NDMA Bhawan, at A-1, Safdarjung Enclave. Printed material will be delivered within the stipulated 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 Authority 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 Authority. The firm shall be responsible for any loss/damage etc., which might be caused to the original material or books etc. of this Authority. The loss would be made good from security deposit or any dues payable to the firm at the appointed time. The charges of bills will be inclusive of all proof readings.
7. The evaluation shall be done on basis of total package cost 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 generally made within 30 days from the date of receipt of valid bills in the office of NDMA. The bills shall be submitted to the Director (PR&AG), NDMA along with the copy of requisition & receiving slip.
9. The contract is liable to be cancelled without notice if the work is not found satisfactory or if any of the conditions of the rate contract are violated by the firm or the work is not completed within the stipulated time.
10. This Authority reserves the right to accept or reject any quotations in whole or in part at any time without assigning any reasons thereof.

11. The bidder will deposit an amount of Rs. 50,000/- (Rupees Fifty thousand only) as account payee bank draft/Banker's cheque / Bank Guarantee drawn in favour of DDO, NDMA payable at New Delhi as Earnest Money Deposit (EMD).
12. The earnest money deposited by the bidder will be forfeited or appropriated towards loss caused to the Govt. on account of non-acceptance of work contract by the successful bidder. The EMD of unsuccessful bidder would be returned after finalization of Tender and receipt of Performance Security.
13. The decision of the Authority 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 Authority 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 tendered cost and in the shape of Bank Guarantee valid for 5 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/- and if the items not received within stipulated time period a penalty of Rs. 1000/- per day shall be imposed on the firm.
20. The above particulars are also available on NDMA website i.e. www.ndma.gov.in

21. **LIQUIDATED DAMAGES:-**

21.1 The date of supply of printed materials to NDMA 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. 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.

21.2 Should the supplier fails to deliver the order within the period prescribed for delivery, the purchaser shall be entitled to recover 0.5 % of the value of the delayed supply for each week of delay or part thereof subject to minimum of 10% of the contracted work. 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**

22. Arbitration

22.1 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 O/o NDMA. Secretary, NDMA 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 NDMA or by whatever designation such officer may be called (herein after referred to as the said officer) and if the NDMA or the said officer is unable or unwilling to act as such, than to the sole arbitration of some other person appointed by the NDMA 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.

22.2 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.

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

THE TERMS AND CONDITIONS MENTIONED ABOVE ARE AGREED TO

Signature in full with date-----

Telephone Number-----

e-mail-----

ANNEXURE – II

QUOTATION FOR PRINTING OF BOOKLET ON DO'S and DON'TS

Name of the firm (in Block letter) :

Complete Address (With telephone No.):

In response to the tender inquiry letter No. ----- dated the ----- . We hereby submit our quotations for printing:

S. No.	Item description	Estimated Quantity	Unit Rate (exclusive GST)	Rate (Both words and figure) excluding GST	GST	Total Cost including GST
1.	Booklet measuring 11.5cm x 8.5cm containing 110 pages in multi colour printing on 120 GSM Sunshine paper (Balarpur Mill) + Cover page on 300 GSM Imported Art Card with golden embossed printing of the emblem of Govt. of India and NDMA's Logo along with designing, editing, proof reading, with multi colour digital copy for proof reading.	50,000 [25,000 – English version] [25,000 – Hindi version]				
Grand Total (including GST) in Rs. (words and figure)						

Signature in full with date-----

Telephone No.-----

Check List

S.No	Details of Documents to be Submitted	Page no. (mandatory)
1	Check list in the format given in Annexure – III.	
2	Valid Goods & Service TAX Registration Certificate.	
3	Turn over certificate (which should be of at least <u>Rs. 30 lakhs per annum</u>) from Chartered Accountant / Balance sheet certificate for last two Financial Years (i.e. 2017-18 & 2018-19).	
4	Certificate of satisfactory performance (for previous two in similar services with Central Govt. / State Govt. / PSU.)	
5	Bid Security in the form of Account Payee Demand Draft/ Banker's Cheque of Rs. 50, 000/- in favour of DDO, NDMA. Or Exemption from Bid Security, if any applicable, as per provisions contained in Rule 170 of General Financial Rules 2017. Bidders should produce valid documentary evidence for such exemption while submitting bid documents.	
6	Information sheet about the bidder as per Annexure –IV.	
7	Declaration as given in Annexure –V.	
8	Certificate on the letter head of the firm declared that the firm has not been even debarred/Black listed by any organization as per format given as per Annexure-VI.	
9	Letter of authorization in the format given as per Annexure – VII	
10	Proforma of Performance Security Bid as per Annexure – VIII	
11	Instructions for online Bid submission as per Annexure – IX	
12	List of Vendors/ Dealers as per Annexure –X.	

DATE

SIGNATURE

SEAL

INFORMATION ABOUT THE BIDDER

1) Name & Address of Firm/Party: _____

Telephone Number (O) _____
| _____
(Mobile) _____

2) Whether it is Proprietorship or Partnership _____

3) Full Name(s) of Proprietor or Partners _____
(Attested copies of partnership deed _____
should invariably be attached along _____
with Authorizations)

4) Permanent Account Number (Income Tax) _____

5) Goods & Service Tax Registration Number of the Firm/Party _____

6) Reference Number of Tender Offer of the Firm/party _____

DECLARATION

I, _____ Son / Daughter of
Shri _____ Proprietor/Director/authorized signatory
of the agency/Firm (Name of the firm) ----- is competent to sign this
declaration and execute this tender document;

I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them;

The information / documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact
that furnishing of any false information / fabricated document would lead to rejection of
my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Seal :

DECLARATION REGARDING NON BLACKLISTED BY ANY ORGANISATION

DECLARATION

I declare that the firm (Name of the firm) has not been blacklisted by Central Govt./State Govt./Public Sector Undertaking or Court of Law till date and in future if such a blacklisting takes place, the firm (Name of the firm) would be liable to inform NDMA immediately.

If at any time, it is found that the information given in the above is incorrect/ incomplete, the contract is liable to be terminated without assigning any reason and the SD shall be forfeited and legal actions shall be initiated without any prejudice to the rights of NDMA to debar the firm from entering into future contracts.

Place :

Date :

Signature :

Name:

(Signature of the authorized person)_____

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach NDMA on or before date of bid opening)

To,

Senior Research Officer (PR&AG),
National Disaster Management Authority,
“NDMA Bhawan”, A-1, Safdarjung Enclave,
New Delhi – 110029.

Sub: Authorization for attending bid opening on _____ (date) in the
tender of _____

Following person is authorized to attend the bid opening for the tender mentioned above
on behalf of _____ (Bidder)

Name of the Representative

Specimen Signature

1. _____

Signature of the Bidder

Note: Maximum one representative will be permitted to attend the bid opening. Permission for entry to the venue of bid opening may be refused in case authorization as prescribed above is not received.

PROFORMA OF PERFORMANCE SECURITY BOND

1. In consideration of NDMA having agreed to exempt _____ (hereinafter called the said Service Provider(s)) from the demand of security deposit/earnest money of Rs _____/- on production of Bank Guarantee for Rs. _____/- for the due fulfillment by the said service provider of the terms and conditions to be contained in an Agreement in connection with the contract for the supply of _____ we, (name of the bank) _____ (hereinafter referred to as “the bank”) at the request of _____ service provider’s do hereby undertake to pay to NDMA an amount not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by NDMA by reason of any breach by the said service provider’s of any terms & conditions contained in the said agreement.

2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from NDMA stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by NDMA reason of breach by the said service provider’s of any of the terms & conditions contained in the said agreement or by reason of the service providers failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of NDMA in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs _____/- (Rs.in words)

3. We undertake to pay to NDMA, any money so demanded notwithstanding any disputes raised by the service provider(s)/suppliers in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The Payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Service Provider(s) /supplier(s) shall have no claims against us for making such payment.

4. We (name of the bank) _____ further agree that the guarantee therein contained shall remain in force and effect immediately for a period of **two years and two months** from date herein and further agree to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of NDMA under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till NDMA certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said service provider(s) and accordingly discharges this guarantee.

5. We (name of the bank) _____ further agree with NDMA that NDMA shall have the fullest liberty without our consent and without affecting in any

manner our obligations hereunder to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by NDMA, against the said service provider(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider(s) or for any forbearance, and or any omission on the part of NDMA, or any indulgence by NDMA, to the said service provider(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the bank or the service provider(s) /supplier(s).

7. This guarantee shall be irrevocable and the obligations of the bank herein shall not be conditional to any prior notice by NDMA.

Dated: _____

For _____
(Indicating the name of the Bank)

N.B. This guarantee should be issued on **non-judicial stamped paper**, stamped in accordance with the Stamp Act.

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital **Signature Certificate (Class II or Class III Certificates with signing key usage)** issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the

same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **1800 3070 2232**.

List of Vendors/ Dealers

1. M/s K K Art Prints, 1/30, Lalita Park, Vikash Marg, Laxmi Nagar, Delhi – 110092.
2. M/s Radhika Sales Corporation, 3820, Charkhe Walan, Opp. Post Officer, Chawri Bazal, Delhi – 110066
3. M/s Abhinav Prints, WZ-48, Shakurpur Village, Opposite 'M' Block Market, Delhi
4. M/s Shkalya Printers, 4833, Laddu Ghati, Pahar Ganj, New Delhi – 110055.
5. U.K. Print graphics, 2289, Gali Badi Pahar Wali, Dharam Pura, Chawari Bazar, Delhi – 110006
6. M/s VPS Engineering Impex Private Limited B-4, Basement, Sector-60, Noida, Uttar Pradesh.
7. M/s Mittal Enterprises, 485 Patparganj Industrial Area, Delhi -92.
8. M/s Jack Offset Works, M.C.F, 668-A, Gali No.82, Sanjay Colony, Near Sector-23, Faridabad-121005, Haryana.
9. Anil Enterprises, 2289, First Floor, Gali Badi Pahar Wali, Dharam Pura, Chawari Bazar, Delhi – 110006.
10. Dolphin Printographics, 1E/18, 4th Floor, Jhandewalan Extension, New Delhi-110055.
11. Drishti Enterprises, C-519, Saraswati Vihar, Pitampura, Delhi–110034.
