MORARJI DESAI NATIONAL INSTITUTE OF YOGA

(An autonomous organization under Ministry of AYUSH, Govt. of India)
68, Ashok Road, Near Gole Dak Khana, New Delhi – 110 001
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File No.MDNIY/S&P/2017-18/546 Dated: 11th April, 2017

Notice Inviting Tender (NIT) for supply & printing of Newsletter in the Institute (Annual Contract) in MDNIY

Morarji Desai National Institute of Yoga (an autonomous organization under the Ministry of AYUSH, Govt. of India, New Delhi) invites sealed quotations in three bid system- (EMD, Technical Bid & Financial Bid) - from the firms registered/empanelled with Dte. of Printing, Govt. of India, Nirman Bhawan New Delhi/Dte. of Advertising & Visual Publicity (DAVP) Govt. of India, New Delhi having long standing presence in the Printing work of different kinds to Govt. offices, corporate offices etc. for the printing and supply of Newsletter, as per specimen available with MDNIY and as per specifications and quantity of each item at Annexure-'A'

Schedule of Invitation of bid:

Date of Issuance of NIT	**12.04.2017**
Last date and time of submission of bid document	**27.04.2017 up to 11.00 AM**
Bid document to be submitted to	**Director, Morarji Desai National Institute of Yoga, 68, Ashok Road, New Delhi-110001**
The EMD to be submitted	**Rs.3,000/- (Rupees three thousand only) will be submitted in favour of "Morarji Desai National Institute of Yoga" through Bank Draft/ Pay Order only**
Tender Fee to be submitted separately	**Rs.100/- (Rupees one hundred only) will be submitted in favour of "Morarji Desai National Institute of Yoga" through Bank Draft/ Pay Order only**
Date and time of opening of Technical bid document	**27.04.2017 at 11.30 AM**
Date and time of opening of Financial Bid	**Shall be opened on 28.04.2017 at 03.00 PM only of those bidders who qualify in the Technical bid as per Check-list enclosed at Annexure-'B'.**

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Terms & Conditions are mentioned below:

1. **The Sealed Technical quotation/ bid with the EMD amounting to Rs.3,000/- (Rupees Three Thousand Only) in favour of "Morarji Desai National Institute of Yoga" through Bank Draft/Pay Order only, with supporting self attested documents like copies of (i) PAN, TAN/TIN/D. VAT, (ii) Registration Certificate with Dte. of printing /DAVP, (iii) Service Tax No. (iv) Sales Turn over, along with Audited Statement for the last year ending 31st March 2016, (v) Statement of clients to whom the material has been supplied during 2015-16 in one envelope & Financial bid separately in the envelope, for each item separately of the table above, shall be placed in a third envelope and will be submitted addressed to the Director, Morarji Desai National Institute of Yoga (MDNIY), super scribing on the top of envelop as "Quotation for supply of Printed Newsletter" should reach this office latest by 27.04.2017 up to 11.00apm.**

2. The firm shall submit the separate Tender Fee in the mode of Demand Draft/Pay Order amounting to Rs.100/- (Rs. One Hundred only) in favour of "Morarji Desai National Institute of Yoga" along with Bid. The financial bid shall not be considered, if the requisite cost of Tender Document is not paid by the firm.

3. The quotations will be opened on the same date i.e. 27.04.2017 at 11.30 am in the presence of the bidder(s) or their nominated/authorized representative, if present.

4. Quotations received after closing date and time will not be entertained

5. The prospective bidder(s) who must be registered with Dte. of Printing, Govt. of India/DAVP and are established suppliers in the trade/market for the last 2 years may like to visit MDNIY & see the size, colour, specimen/ design & finishing of the above mentioned items available in MDNIY before submitting the bid, during all working days from 10 am -05 pm except closed holidays.

6. The bidder shall submit the Technical Bid /quotation letter against various items mentioned above, with EMD, with all documents (self attested) and Financial Bid quoting rate against each item separately without which the quotation will not be entertained and considered.

7. The firm which has quoted the lowest rates and are successful in getting the award letter but are unable to accept the contract due to any reason, their EMD will stand forfeited.

8. The rates once approved and accepted, inclusive of material, creative designing and delivery at door step etc., will be valid initially for a period of one year from the date of issuance of the 1st work order including supply of additional quantity of all or any of the item(s) from time to time at a later date, on the same rates, terms & conditions as may be decided by the MDNIY.

9. The quantity mentioned against each item may be increased/decreased as may be decided by MDNIY.

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10. If the delivered printed material(s) is/or found to be defective or not as per specifications the same shall be returned & replaced at the firms cost & no payment will be made by MDNIY for such replacement.

11. The most important & critical part and essence of the contract & issue of award letter to the successful bidder(s) is the timely delivery, within 10 days from the date of placing confirmed work order, of the finished printed work/material, as ordered, within the scheduled date & time.

12. The EMD of the successful bidder awarded the contract shall be kept as Performance Security during the currency period to safeguard the interest of the Govt. to ensure that the supplier supply the good quality product/items un-interrupted ordered by MDNIY. The EMD kept as Performance Security shall be refunded to the bidder after 60 days of the completion of contract period.

13. CDR files, Curved CDR files, PDF with high resolution and PDF with small size of about 2 MB but with clarity may be provided to the Institute.

14. The payment will be made as per Govt. Rules & Procedure.

15. The institute reserves the right to accept or reject any quotation without assigning any reason thereof.

16. All the disputes shall be subject to Delhi Jurisdiction only.

Note: The Printers those empanelled with Directorate of Printing, Govt. of India, Nirman Bhawan, New Delhi and/or DAVP can only send their quotations. (PLEASE ATTACH PROOF)

Yours faithfully

(Dr. I.V. Basavaraddi)
Director

Copy to:-
Consultant (C&D) –With the request to upload the same on the Institute's website and Govt. Portal.

Annexure-'A'

Financial Bid

Printing of Newsletter

Sl. No.	Specification	Qty.	Printing rate (each)	Re-printing rate (each)
1.	**Length**: 11 Inches **Breadth**:8½ Inches **Cover Page**: 300 gsm, multi-color, mat finished and laminated **Inner Pages:** 130 gsm, multi-color **Inner Pages**: Glossy **Multi-color printing (entire Newsletter)** **Center Pinned** **Number of pages**: 28±4	1000		
2.	**VAT, if any**			

Signature with seal

Annexure-'B'

Check list for submission of Technical Bid

Sl. No.	**Particulars**	**Remarks/documents to be attached**
1.	Name of the Agency	
2.	Address of Head Offices: Telephone: E-Mail Fax Number (if any): Name(s) of the contact person(s):	
3.	Self attested copy of PAN NUMBER	Page No.....
4.	Self attested copy of D-VAT NUMBER	Page No.....
5.	Self attested copy of Sales Tax Registration/Service Tax No.	Page No.....
6.	Self attested copy of Registration Certificate with Dte. of Printing/DAVP, Govt. of India	
6.	Self attested copy of Audited Statement of Accounts/Form-16 for the 03 years 2013-14, 2014-15 and 2015-16.	Page No.....
7.	Details of Bid Security Fee: (Rs.3,000/-)	Page No.....
8.	Details of Tender Fee: (Rs.100/-)	Page No.....
9.	Enclosed terms and conditions duly signed and stamped by the agency, if accepted.	Page No.....

Signature with Seal