



## **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/2018-19/595

Dated: 31<sup>st</sup> July, 2018

### **Notice Inviting Tender (NIT) for printing and supply of Annual Report for the year 2017-18 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 Annual Report for the year 2017-18 in MDNIY, as per specimen available with MDNIY and as per specifications and quantity of each item at Annexure-‘A’

#### **Schedule of Invitation of bid:**

<b>Tender Cost:</b>	<b>Rs.60, 000/-</b>
<b>Date of Issuance of NIT</b>	<b>31.07.2018</b>
<b>Last date and time of submission of bid document</b>	<b>21.08.2018 up to 11.00 AM</b>
<b>Bid document to be submitted to</b>	<b>Director, Morarji Desai National Institute of Yoga, 68, Ashok Road, New Delhi-110001</b>
<b>The EMD to be submitted</b>	<b>Rs.3,000/- (Rupees three thousand only) in favour of “Morarji Desai National Institute of Yoga” through Bank Draft/ Pay Order only</b>
<b>Tender Fee to be submitted separately</b>	<b>Rs.100/- (Rupees one hundred only) in favour of “Morarji Desai National Institute of Yoga” through Bank Draft/ Pay Order only</b>
<b>Date and time of opening of Technical bid document</b>	<b>21.08.2018 at 11.30 AM</b>
<b>Date and time of opening of Financial Bid</b>	<b>Shall be opened on 22.08.2018 at 03.00 PM only of those bidders who qualify in the Technical bid as per Check-list enclosed at Annexure-‘B’.</b>

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**Terms and Conditions are mentioned below:**

- 1. The Sealed Technical quotation/bid with the EMD amounting to Rs.3,000/- (Rupees three thousand only) and Tender Fee amounting to Rs.100/- in favour of “Morarji Desai National Institute of Yoga” through Bank Draft/Pay Order only, with supporting self attested documents in one envelope and Financial bid separately in the envelope will be submitted addressed to the Director, Morarji Desai National Institute of Yoga (MDNIY), super scribing on the top of envelop as “Quotation for printing and supply of Annual Report-2017-18”, should reach this office latest by 21.08.2018 up to 11.00 am.**
- 2. The firm shall submit the separate Tender Fee in the mode of Demand Draft/Pay Order amounting to Rs.100/- (Rupees one hundred only) in favour of “Morarji Desai National Institute of Yoga” along with Bid.**
3. The quotations will be opened on the same date i.e. 21.08.2018 at 11.30 am in the presence of the bidder(s) or their nominated/authorized representative, if present.
- 4. The rates should be for printing/creative designing, binding etc. of these booklets and inclusive of delivery charges.**
5. Quotations received after closing date and time will not be entertained
6. 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 and see the size, colour, specimen/ design and finishing of the above mentioned item available in MDNIY before submitting the bid, during all working days from 10 am - 05 pm, except closed holidays.
- 7. The bidder shall submit the Technical Bid /quotation letter against item mentioned above, with EMD, with all documents (self attested) and Financial Bid quoting rate against item separately without which the quotation will not be entertained and considered.**
8. 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.
- 9. The rates once approved and accepted, will be valid initially for a period of one year from the date of issuance of the 1<sup>st</sup> 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 and conditions as may be decided by the MDNIY.**
- 10. The quantity mentioned against each item may be increased/decreased as may be decided by MDNIY.**

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11. If the delivered printed material(s) is/or found to be defective or not as per specifications the same shall be returned and replaced at the firms cost & no payment will be made by MDNIY for such replacement.
- 12. The most important and critical part and essence of the contract and issue of award letter to the successful bidder is the timely delivery of the finished printed work/material within 05 days from the date of approval of final proof from MDNIY.**
- 13. Penal interest @ 2% per day shall be deducted for any delay, subject to minimum of 05 days and 10%, after which the order deemed to be cancelled and EMD will be forfeited.**
14. 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.
15. The payment will be made as per Govt. Rules and Procedure.
16. The institute reserves the right to accept or reject any quotation without assigning any reason thereof.
17. 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

( Bimalesh Kumar )  
Administrative Officer  
for Director

**Financial Bid****Quotations for printing of Annual Report-2017-18**

1.	Quantity	200 (two hundred)
2.	Size	7½” X 10”
3.	No. of Inner Pages	180 pages ±4excluding cover & Colour Pages
4.	Inner Page	180 Pages, 100 GSM Imported Glossy Paper, Single Colour Printing (Black & White)
5.	Cover Page	300 GSM Imported Art Card, Four Colour Printing with Lamination
6.	Inner Colour Pages	16 Pages, Four Colour printing Photographs
7.	Binding	Perfect Binding

Interested firms may quote their lowest rates in the prescribed format as under:-

Sl. No.	Particulars	Original Amount	Re-printing Amount	(Single Colour) Rates for ±4 pages	(04 colour) Rates for ±2 pages (1 Sheet)
1.	50 qty. as per above specifications				
2.	100 qty. as per above specification				
3.	200 qty. as per above specification				
4.	500 qty. as per above specification				
5.	GST should be indicated extra				

Signature with Seal

**Check list for submission of Technical Bid**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Remarks/documents to be attached</b>
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 GST NUMBER	Page No.....
5.	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 2015-16, 2016-17 and 2017-18.	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