



MORARJI DESAI NATIONAL INSTITUTE OF YOGA

Ministry of Ayush (Ayush Mantralaya), Govt. of India

68, Ashok Road, Near GoleDakKhana, New Delhi – 110 001

Phone: 23730417-18, 23721472, 23351099, Telefax – 23711657, 23718301

E-Mail: mdniy@yahoo.co.in Website: www.yogamdniy.nic.in

File No.MDNIY/S&P/2020-21/643

Dated: March, 2022

Notice Inviting Tender (NIT) for Translation into various Indian languages, Designing & Printing of Books for Morarji Desai National Institute of Yoga (MDNIY), Ministry of Ayush, Govt. of India

Morarji Desai National Institute of Yoga (Ministry of AYUSH, Govt. of India, New Delhi) invites sealed Tenders in two bid system as per scope and technical requirements 0(Annexure-A-I) – **The Technical bids (Annexure- B-I&II) & EMD (Separate envelope) and, Financial bids Annexure C (Separate envelope) should be kept in the separate sealed envelopes clearly marked on the envelope. These two envelopes should be kept in single common sealed envelope stating Name of the firm & “Quotation for Translation, Designing & Printing of Books”,** from the interested firms of repute having long standing experience for Translation, Designing & Printing of Books of different kinds in Govt. offices, corporate offices etc. with latest technology solutions and equipment, as per details mentioned below.

Schedule of Invitation of bid:

| | |
|--|--|
| Date of Issuance of NIT | 23.03.2022 |
| Last date and time of submission of bid document | 12.04.2022 up to 2.00 PM |
| Pre bid meeting | 07.04.2022 at 3.00 PM |
| 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.75,000/- (Rupees seventy five thousand only) in favour of “Morarji Desai National Institute of Yoga” through Bank Draft/ Pay Order only |
| Date and time of opening of Technical bid document | 12.04.2022 at 02.30 PM |
| Date and time of opening of Financial Bid | Shall be opened on 19.04.2022 at 11.00 AM in respect of only those bidders who qualify in the Technical bid as per Check-list enclosed at Annexure-‘A-I&II’. |
| Cost of Tender | Rs 2,000/- in favour of “Morarji Desai National Institute of Yoga” through Bank Draft/ Pay Order only |

Terms and Conditions are mentioned below:

1. Tenderer should be ‘empanelled in A’ or ‘B’ class offset printer with Dte. of Printing
2. The bids will be opened on 12.04.2022 at 02.30 PM in the presence of the bidder(s) or their nominated/authorized representative, if present.
3. The rates should be inclusive of visiting, delivery commissioning, printing and supply charges.

4. The quality of Translation, printing should be good standard and as per requirement. In case it is found that the services are not upto the mark and ordered specification, it would be open to the Department to terminate the Agreement and forfeit the Performance Security and black list the firm.
5. Quotations received after closing date and time will not be entertained.
6. The bidder shall submit the quotation with Financial Bid quoting rate, without which the quotation will not be entertained and considered.
7. The firms must be in existence for the last 05 (five) years with experience for making such type of video films, spots etc with average turnover of more than Rs. 1.00 Crore (Rupees One Crore) for the last three financial years i.e. 2018-19, 2019-20 & 2020-21
8. The firm will enclose the copies of their past experience work of different kinds to Govt. offices, corporate offices etc. for conducting Translation, Designing & Printing of Books.
9. The evaluation and subsequent selection the firm shall be based on the evaluation criteria given at A-II.
- 10(i) The rates once approved and accepted, will not be deviated from under any circumstances whatsoever.
- (ii) The work should be completed within the period as stipulated in the work award letter, failing which MDNIY reserves the right to cancel the work award and forfeit the EMD of the firm. No representation in this regard shall be entertained.
12. If the work executed is found to be defective/not as per specifications/inferior quality the same shall not be accepted and shall be replaced at no additional cost & payment by the firm. MDNIY will not be liable to make any payment (part/full) for such defective/inferior work carried out or a subsequent replacement therefor.
13. The successful bidder shall be required to furnish a Performance Security @ 3% within 07 days of receipt of "Work award Letter". The Performance Security shall remain valid for a period of sixty days beyond the date of satisfactory completion of all contractual obligations.
14. The payments shall be made as per Govt. Rules and Procedure on satisfactory completion of corresponding work.
15. No interest is payable on EMD.
16. As per Government Policy, MSE"s will be exempted from Bid Security and tender fee. Bidders are required to submit relevant documentary proof in this regard
17. **Pagination and authentication of bid documents:** Each page of the documents being submitted by the bidders should be sequentially numbered. Further, the undertakings / certificates should be signed by the authorized signatory and rubber stamped in token of having been submitted as per the terms and conditions laid down in the tender document. The certificate mentioned in Annexure D should be signed by the Chartered Accountant and rubber stamped by the company / firm of Chartered Accountant (if any).
18. **Withdrawal of bids:**
 - a) No bidder is allowed to withdraw after submission of bid.
 - ii) If a bidder withdraws bid, its EMD will be forfeited.
19. Consortium / JV and sub-contracting:
 - i) Consortium / JV is not allowed.
 - ii) Sub-contracting is not allowed.

20. Evaluation of bids:

- i) The bids will be opened as per the schedule given above.
 - ii) Subsequently, the bids will be scrutinized to determine eligibility as per criteria mentioned in Annexure-II.
 - iii) Those bidders who qualify will have to make a presentation of 5-7 minutes covering about the subject as mention above. The presentation may be followed by questions from the committee constituted by MDNIY for the purpose. 2-3 members will be allowed in each bidder's team attending presentation
 - iv) MDNIY shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to bid, the Bidding Documents or the Bidding Process, including any error or mistake therein or in any information or data given by MDNIY.
 - v) MDNIY reserves the right to accept or reject any Bid and to annul or modify the Bidding Process and reject all Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefor MDNIY reserves the right not to proceed with the Bidding Process at any time, without notice or liability, and to reject any Bid without assigning any reasons.
21. MDNIY reserves the right to amend / withdraw / relax / waive any of the terms and conditions contained in the tender document, without assigning any reason thereof.
22. The individual/firm and its partners/company including its directors applying should not have any type of criminal records. Persons/companies against whom any type of criminal proceedings are pending before any court in India or abroad should not apply.
23. If after award of the contract, the successful bidder (L-1) fails to provide required printed items in the stipulated time, the rate contract is liable to be cancelled alongwith forfeiture of Performance Security Deposit and other consequential actions such as Blacklisting of the firm etc.

OTHERS:

1. This participation in the NIT does not constitute an offer and is issued with no guarantee for any definite volume of work.
2. The Tender document completed in all respect must be submitted as per the instructions furnished herein and in the prescribed format along with copies of documents in support of information wherever applicable before the last date and time of submission of tender. Incomplete/conditional offer or Tender document without application fee and Registration Fee or Application not as per the prescribed format shall be rejected summarily.
1. All tenderers are presumed to have examined all amendments/ corrigendum/ clarifications and have submitted their applications accordingly. In case any queries remain un-replied, it shall be construed that in respect of those queries, the respective stipulations of the documents shall continue to apply and/or no new stipulations are made with respect to those queries.
2. The parties hereby irrevocably consent to the sole jurisdiction of the Courts of Delhi only, in connection with any actions or proceedings arising out of or in relation to this Tender document.
3. The Institute reserves the right to accept/reject any or all the Tender documents in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest bidder.
4. Bids received after closing date and time will not be entertained.

Instructions to Applicants

List of documents to be submitted

1. Covering letter tenderer's letter head (with seal & signature of authorized signatory)
2. Documents and other details for purpose of technical evaluation
3. Checklist in the format given at Annexure I
4. Any other supporting information that is relevant to proposal

24. Confidentiality and Non-disclosure:

The shall not, without prior written consent of MDNIY, at any time divulge or disclose to any person or use for any purpose unconnected with the implementation of the assignment, any information concerning the assignment, the services, Proprietary Material. In case of breach, MDNIY shall take such legal action as it may be advised. The Tenderer has to maintain confidentiality even after completion/termination of the Work Order.

24. OBLIGATIONS OF MDNIY

MDNIY shall provide the Tenderer such reasonable assistance as may be required in order to carry out the assignment.

25. PAYMENTS TO THE TENDERER

The Tenderer will be paid at the rates and in accordance with the terms & conditions.

26. CORRUPT OR FRAUDULENT PRACTICES

- a) MDNIY expect the highest standard of transparency, integrity and ethics during the selection and executions of duties.
- b) In pursuance of the above objective, the following defines, for the purposes of this provision, the terms set forth below as follows:
- c) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process;
- d) "Fraudulent practice" means misrepresentation or omission of facts in order to influence a selection process or the execution to the detriment of MDNIY. Submission of forged documents in connection with this Tender document.
- e) "Collusive practice" means a scheme or arrangement between two or more Agencies, with or without the knowledge of MDNIY (prior to or after proposal submission) designed to establish bid prices at artificial non-competitive levels and
- f) "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a process.
- g) It is further provided that MDNIY will reject the proposal, forfeit the EMD wherever applicable and blacklist the Tenderer if it is found that the Tenderer has engaged in any of practices mentioned above.

Administrative Officer, MDNIY

Evaluation Criteria of Bids

| | | | | | | | | | | | | | | |
|---------------------|----------------------------------|--|---------------------|-------|---------------------|------|---------------------|------|------------|-------|------------|------|------------|------|
| 1 | Evaluation of Proposal - General | <p>a. Bidders will be required to give a presentation of their approach and methodology for meeting the objectives and deliverables as per the technical requirement. This presentation will be a part of the overall evaluation of Technical Proposal.</p> <p>b. Bidders will be shortlisted based on the evaluation of technical proposal.</p> <p>c. Financial Proposals of only those bidders, who have qualified technically, would be opened.</p> <p>d. MDNIY reserves the right to accept or reject in part or full any or all of the offers without assigning any reason.</p> | | | | | | | | | | | | |
| 2.a | | <p>a. MDNIY will first undertake a preliminary evaluation of the technical Proposals to check compliance with the eligibility criteria and with reference to completeness of the Proposals including if properly signed and whether the Proposals are generally in order.</p> <p>b. Proposals found to be non-responsive for any reason or not meeting the minimum eligibility criteria, as specified in this tender, will be rejected and not included for further detailed technical evaluation.</p> <p>c. MDNIY will thereafter undertake a detailed evaluation of the Technical Proposals on the basis of their responsiveness to the technical requirements, applying the evaluation criteria, sub criteria, and point system specified in this paragraph.</p> <p>d. Proposal shall be rejected at this stage if it does not respond to important aspects of the tender, particularly the technical requirements or if it fails to achieve the minimum technical score.</p> <p>e. Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are:</p> <p>TECHNICAL BID STAGE (70 Marks)</p> <p>Turnover maximum marks 35</p> <p>Average turnover for the last three financial years i.e. FY 2018- 19, 2019-20 & 2020-21</p> <table data-bbox="510 1344 1133 1478"> <tr> <td>Rs. 2.00 Cr & above</td> <td>100 %</td> </tr> <tr> <td>Rs. 1.50 Cr & above</td> <td>50 %</td> </tr> <tr> <td>Rs. 1.00 Cr & above</td> <td>25 %</td> </tr> </table> <p>Experience maximum marks 35</p> <p>Number of Similar nature of job</p> <table data-bbox="510 1523 1005 1657"> <tr> <td>05 & above</td> <td>100 %</td> </tr> <tr> <td>03 & above</td> <td>50 %</td> </tr> <tr> <td>01 & above</td> <td>25 %</td> </tr> </table> | Rs. 2.00 Cr & above | 100 % | Rs. 1.50 Cr & above | 50 % | Rs. 1.00 Cr & above | 25 % | 05 & above | 100 % | 03 & above | 50 % | 01 & above | 25 % |
| Rs. 2.00 Cr & above | 100 % | | | | | | | | | | | | | |
| Rs. 1.50 Cr & above | 50 % | | | | | | | | | | | | | |
| Rs. 1.00 Cr & above | 25 % | | | | | | | | | | | | | |
| 05 & above | 100 % | | | | | | | | | | | | | |
| 03 & above | 50 % | | | | | | | | | | | | | |
| 01 & above | 25 % | | | | | | | | | | | | | |

Based on evaluation of technical proposal & presentation, vendors will be shortlisted for financial bid opening.

The weightages for the above are as follows:

| | | |
|--|--|--|
| | | <ul style="list-style-type: none">• Technical bid : 70 marks• Presentation : 30 marks• <p>Vendor scoring a minimum of 70 marks shall be shortlisted for financial bid opening process.</p> <p>All the financial bids of ONLY short listed vendors will be opened and the lowest bidder will be treated as L1 for deciding the successful bidder.</p> |
|--|--|--|

Check list for submission of Technical Bid

| Sl. No. | Particulars | Remarks/documents to be attached |
|---------|---|----------------------------------|
| 1. | Name of the Tenderer | |
| 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 | |
| 4. | Self attested copy of GST NUMBER | |
| 5. | Self attested copies of Audited Statement of Accounts/ITR for the 03 years 2018-19, 2019-20 and 2020-21. | |
| 6. | Self attested copies of work experience in Govt. Offices. | |
| 7. | Details of Bid Security Fee: (Rs.75,000/-) | |
| 8. | Enclosed terms and conditions duly signed and stamped by the tenderer, if accepted. | |
| 9. | Copy of Certificate 'A' & 'B' class offset printer empanelled with Dte. of Printing | |

Signature with Seal

Technical Bid

Quotations for Translation, Designing & Printing of Books

A. Preliminary requirements

| Sl. No. | Particulars | Details |
|---------|--|---------|
| 1. | Number of such projects executed | |
| 2. | Whether technical resources with and expertise available | |
| 3. | Whether firms at least 3 years standing in the field | |

B. Technical Requirements:-

| Sl. No. | Particulars | Proof required | Page number (to be filled by bidder) |
|---------|--|---|--------------------------------------|
| 1 | The bidder must furnish an EMD | As indicated in the tender document | |
| 2 | The bidder should submit its profile | Information to be provided | |
| 3 | The bidder should have a registered office or branch office in Delhi / NCR for at least 3 years preceding the date of opening of bids | Address of the Delhi / NCR office of bidder on letter head and document(s) evidencing existence of this office / branch office in Delhi / NCR continuously for the last 3 years | |
| 4 | Bidder should have an experience of Translation, Designing and Printing of books for Government organizations during any of the financial years 2018-19, 2019-20 and 2020-21 | Copy of work order in respect of each assignment Note: Experience of Translation, Designing and Printing of books, etc. in all 19 languages as per Annexure | |
| 5 | Preference will be given to those agencies who have earlier worked with Government of India or its subsidiaries. | Attach copy of work orders | |

(Signature of Authorized Signatory with company / firm seal)

Place:

Date:

(Financial Bid)
Quotations for Translation, Designing & Printing of Books
Translation 19 Indian languages

Annexure-'C'

| Sl. No. | Specification | Unit | Unit Rate (in Rs.) | Total Amount (in Rs.) |
|--|---------------|----------|--------------------|-----------------------|
| Translation Charges (A-4 Paper) | | | | |
| (i) | Manipuri | Per page | | |
| (ii) | Kannad | Per page | | |
| (iii) | Sanskrit | Per page | | |
| (iv) | Marathi | Per page | | |
| (v) | Malyalam | Per page | | |
| (vi) | Bengali | Per page | | |
| (vii) | Kashmiri | Per page | | |
| (viii) | Tamil | Per page | | |
| (ix) | Urdu | Per page | | |
| (x) | Telugu | Per page | | |
| (xi) | Assamese | Per page | | |
| (xii) | Punjabi | Per page | | |
| (xiii) | Uriya | Per page | | |
| (xiv) | Gujarati | Per page | | |
| (xv) | Sindhi | Per page | | |
| (xvi) | Bodo | Per page | | |
| (xvii) | Maithili | Per page | | |
| (xviii) | Dongri | Per page | | |
| (xix) | Konkani | Per page | | |

Designing

| Sl. No. | Specification | Unit | Unit Rate (inRs.) | Total Amount (in Rs.) |
|---------|-----------------------|----------|-------------------|-----------------------|
| 1. | Cover page (A4 Size) | | | |
| 2. | Inner page (A-4 size) | Per page | | |

Printing

| Sl. No. | Specification | Unit | Unit Rate (in Rs.) | Total Amount (in Rs.) |
|---------|---|----------|--------------------|-----------------------|
| 1. | Composing Artwork, Page planning, Designing - per page with cover (Hindi/English) of A4 size in four colours-offset printing | Per page | | |
| 2. | Composing Artwork, Page planning, Designing - per page with cover (Hindi/English) of A4 size in single colour-offset printing | Per page | | |
| 3. | Four colours offset printing per format of four pages (A-4 size) each colour | Per page | | |
| 3. | Total: | | | |
| 4. | GST, if any | | | |
| 5. | Grand total: | | | |

Signature with Seal

**Average Annual Turnover Certificate to be issued by practicing
Chartered Accountant on letter head**

Subject: Tender for Translation, Designing & Printing of Books -reg.

| Sl. No. | Financial Year | Annual turnover of _____ (company / firm name) (Amount in Rs) |
|--|----------------|--|
| 1 | 2018-19 | |
| 2 | 2019-20 | |
| 3 | 2020-21 | |
| Average annual turnover during the above 3 years | | |

Signature of the Chartered Accountant with seal of the company / firm
Membership Number:

Place:

Date:

DECLARATION

Declaration by the tenderer on a non judicial stamp paper of Rs. 100/- stating the following:

I have carefully gone through the Terms & Conditions contained in the Application Document No. dated regarding in MDNIY. I declare that all the provisions of this Application Document are acceptable to my Company.

I further certify that I am an authorized signatory of my Company, therefore, competent to make this declaration.

I/We hereby confirm that I/we am/are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'. I/We further confirm that, I/we have not been blacklisted or kept under holiday by any Public Sector Undertaking/Government Organization/MDNIY/ any other organization. I/We am/are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this Tender document.

I/We hereby undertake that M/s.....(name) and his Partner/Company including its Directors applying for the Tender document does not have any type of criminal records nor any type of criminal proceedings are pending before any court of India or abroad.

If I/we become a successful Bidder and pursuant to the provisions of the Application Documents given to me/us for(name of the contract), the following Certificate shall be automatically enforceable.

"I/We agree and acknowledge that MDNIY is entering into such terms solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood and agreed that the Government of India is not a party to such contract and has no liabilities, obligations or rights there under.

I/We expressly agree, acknowledge and understand that MDNIY is not an agent, representative or delegate of the Government of India. It is further understood and agreed that the Government of India is not and shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of such terms. Accordingly, I/we hereby expressly waive, release and forego any and all actions or claims, including cross claims, VIP claims or counter claims against the Government of India arising out of the Agreement and covenants not to sue to Government of India as to any manner, claim, cause of action or things whatsoever arising of or under terms of NIT."

I/We agree that if any discrepancy is noticed at any time, our Tender may be rejected / terminated. I/We have read and agreed to the terms and conditions of MDNIY.

Date:

(Signature of the Authorized Person)

Name

Designation

Business Address:

Seal