

National Highways & Infrastructure Development Corporation Limited
(A Public Sector Undertaking under the Ministry of Road Transport & Highways, Govt. of India)

**3rd Floor, PTI Building,
4- Parliament Street,
New Delhi-110001**

Dated: 15.03.2021

**Request for Proposal (RFP)
for entering into
Annual Rate Contract**

**Selection of agency/ agencies for entering into Annual Rate Contract for providing services of
Designing, Printing of document(s) etc., for NHIDCL, New Delhi.**

SCHEDULE OF RFP

| | |
|--|---------------------------------|
| Approx. Annual Cost of Tender | : Rs.10,00,000/- |
| Earnest Money Deposit | : Rs.25,000/- |
| Issue of Tender Documents | : 15.03.2021 |
| Submission of Pre-Bid Queries | : 22.03.2021 up to 3:00 PM |
| Pre-Bid Conference | : 22.03.2021 at 3:30 PM |
| Clarification on the Pre-Bid Queries, if any, (to be posted on www.nhidcl.com and CPP Portal) | : 24.03.2021 by 5:00 PM |
| Last date and time for submission of Bids | : 07.04.2021 by 11:00 AM |
| Date and time for opening of Technical Bids | : 08.04.2021 at 11:30 AM |
| Date and time for opening of Financial Bids | : To be notified later on |

National Highways & Infrastructure Development Corporation Limited
(A Public Sector Undertaking under the Ministry of Road Transport & Highways, Govt. of India)

**3rd Floor, PTI Building,
4- Parliament Street
New Delhi-110001**

F.No.NHIDCL/HQ/Admn/TenderPrinting/2020-21

Dated: 15.03.2021

Request for Proposal (RFP)
for entering into Annual Rate Contract for providing services of Designing & Printing of document(s), etc. for NHIDCL, New Delhi.

1. National Highways & Infrastructure Development Corporation Limited is a Public Sector Undertaking fully owned by the Ministry of Road Transport and Highways, Government of India. National Highways & Infrastructure Development Corporation Ltd. is mandated to promote, survey, establish, design, build, operate, maintain and upgrade National Highways and Strategic Roads including interconnecting roads in parts of the Country which share international boundaries with neighboring countries. Further details about NHIDCL are available on NHIDCL's website www.nhidcl.com.
2. NHIDCL intends to empanel agency(ies) for the subject work and invites offers/bids from interested parties and this tender notice has accordingly been issued for this purpose.
3. National Highways & Infrastructure Development Corporation Limited invites e-tenders through CPP Portal under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/ Firms/ Agencies (hereafter called Agency) **for entering into Annual Rate Contract for providing services of Designing & Printing of document(s), etc. for NHIDCL, New Delhi. The technical bids are to be submitted by both methods i.e. Online on CPP Portal as well as physical mode by prescribed timelines.** The physical sealed copy in respect of technical documents superscribed "Technical Bid for selection of agency for entering into Annual Rate Contract for providing services of Designing & Printing of document(s), etc. for NHIDCL, New Delhi" should be dropped in the Tender Box kept for the purpose at reception of NHIDCL at 3rd Floor, PTI Building, 4 – Parliament Street, New Delhi- 110001 on or before the prescribed time and date. **The financial bid should be submitted only through online process. Bids not given through CPP Portal will not be accepted.**
4. **MSME registered/NSIC registered agencies for doing similar work are exempted from payment of EMD, as per Government policy, subject to submission of valid registration certificate with the bid as per the Government policy.**
5. The contract shall be initially for a period of **two years** from the date of award of the contract, which may be further extended upon satisfactory performance and mutual agreement, for another period of one year on the same terms & conditions or curtailed/terminated at any time before expiry of contract period depending upon performance of agency/ requirement of NHIDCL.

6. The complete Tender Documents can be downloaded from the website of NHIDCL www.nhidcl.com.
7. Interested Companies/ Firms/ Agencies may submit their bids complete in all respect along with **Earnest Money Deposit (EMD) of Rs.25,000/-** (Rupees Twenty Five Thousand only) (refundable without interest) in the form of Demand Draft/ Pay Order from any Indian Scheduled /Nationalized Bank drawn in favour of National Highways & Infrastructure Development Corporation Limited, New Delhi, payable at New Delhi along with other **requisite documents on CPP Portal on or before notified date and time and also send a hard copy of the requisite documents uploaded on the CPP Portal along with the EMD (DD/Pay Order) to the Dy. GM (Admin), National Highways & Infrastructure Development Corporation Limited, 3rd Floor, PTI Building, 4-Parliament Street, New Delhi-110001.** No bid shall be entertained after this deadline under any circumstance whatsoever.
8. **The Technical Bids will be opened at the notified date and time and Financial Bids of only technically qualified bidders will be opened on a date to be notified later on**, in the presence of authorized representative of the Bidders who wish to be present.

N.B.- Approx. annual cost of the tender is Rs.10,00,000/- (Rupees Ten Lakh)
9. NHIDCL reserves the right to amend or withdraw any of the terms & conditions contained in the RFP document or to reject any or all bids without giving any notice or without assigning any reason thereof. The decision of the National Highways & Infrastructure Development Corporation Limited in this regard shall be final and binding on all the bidders.
10. Any amendment/ addendum/ corrigendum shall be notified only on the website of NHIDCL and CPP Portal.

(S.P. Sanwal)

Deputy General Manager (Admin)
NHIDCL, 3rd Floor, PTI Building,
4, Parliament Street,
New Delhi-110001

Tel: 011-23461636

Email: spsanwalnhidcl@gmail.com

SECTION-1

GENERAL INSTRUCTIONS FOR BIDDERS

1. National Highways & Infrastructure Development Corporation Limited invites e-tenders through CPP Portal under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/ Firms/ Agencies (hereafter called Agency) **for entering into Annual Rate Contract** for providing services of Designing & Printing of document(s), etc. for NHIDCL, New Delhi.
2. The contract will be initially for a period of **Two years** from the date of award of contract which may be further extended upon satisfactory performance for another period of one year on mutual consent. The period of contract shall be further extended on the same rates and terms & conditions or curtailed/ terminated at any time before expiry of contract period depending upon requirement of NHIDCL.
3. The tenders are invited under two bid system i.e. Technical Bid and Financial Bid. **The Technical Bids** are to be submitted by both methods i.e. **Online as well as physical mode on** or before notified schedule. The physical sealed copy in respect of technical documents superscribed "Technical Bids for selection of Agency for providing services of Designing and Printing of Documents, etc. for NHIDCL, New Delhi" should be dropped in the Tender Box kept for the purpose at reception of NHIDCL at 3rd Floor, PTI Building, 4 Parliament Street, New Delhi-110001 on or before the prescribed time and date along with Demand Draft/Pay Order on account of EMD. **The Technical Bid** must also be submitted **through online process at <https://eprocure.gov.in>**. In case of any assistance in this regard, please contact **Sh. Amit Saini on his mobile number #9667403278**.
4. **Bids not submitted online on CPP portal shall not be considered at all.**
5. **MSME registered/NSIC registered agencies for doing similar work are exempted from payment of EMD, as per Government policy, subject to submission of valid registration certificate with the bid as per the Government policy.**
6. **The Financial Bid** for selection of Agency for providing services of Designing and Printing of Documents for NHIDCL, New Delhi **should be submitted only through online process at <https://eprocure.gov.in>**. In case of assistance in this regard please contact **Sh. Amit Saini on his mobile number #9667403278**.
7. Interested Companies/ Firms/ Agencies may submit their bids complete in all respect along with a scanned copy of the **Earnest Money Deposit (EMD) of Rs.25,000/-** (Rupees Twenty Five Thousand only), and other requisite documents as per notified schedule on CPP Portal and a hard copy of the technical bid along with the EMD to **DGM (A), National Highways & Infrastructure Development Corporation Limited, 3rd Floor, PTI Building, 4-Parliament Street, New Delhi-110001** failing which the tender shall be rejected summarily and a copy should be uploaded on CPP Portal with technical bid. Online bids should also be submitted by notified time and date. *No bid shall be entertained after the deadline under any circumstance whatsoever. The Technical Bids will be opened as per notified schedule and Financial Bids of only technically qualified bidders will be opened on a date to be notified later on.*
8. Interested bidders seeking any clarification about any aspect of the tender may participate in Pre-Bid meeting. The written reply, if any, to these clarifications shall be posted on the Company website www.nhidcl.com and CPP Portal as per schedule above. No

communication/ request for clarification in this respect shall be entertained thereafter.

9. The earnest money shall be forfeited if the contractor does not accept the LoA for any reason, whatsoever. The EMD of all the bidders shall be returned (without interest) immediately after the successful bidder submits the performance security as per the order. If the successful bidder fails to submit the performance security, the EMD of that bidder will be forfeited and the bidder shall be debarred from NHIDCL's tenders for three years.
10. Successful bidder will have to deposit Performance Security of **Rs.30,000/- (Rupees Thirty Thousand only) within seven (7) days** from the date of issue of LOA.
11. The Performance Security should be in the form of DD/Pay Order drawn on Indian Scheduled/Nationalized bank drawn in favor of NHIDCL payable at New Delhi or Fixed Deposit Receipt (FDR) made in the name of the Agency but hypothecated to the Managing Director, National Highways & Infrastructure Development Corporation Limited, New Delhi or Bank Guarantee issued in favour of Managing Director, National Highways & Infrastructure Development Corporation Limited, New Delhi covering two months in addition to the initial period of contract. **FD/BG encashable from any branch in NCR drawn on an Indian Scheduled/Nationalized bank only is acceptable.**

On subsequent renewal/ extension of the contract, the FDR/ BG shall accordingly be renewed by the successful bidder for two months in addition to the extended contract period.

This deposit will be interest free and is refundable after the satisfactory execution/ completion of the contract and complete fulfillment of contractual obligations.

12. In case of breach of any of the terms and conditions attached to this contract, the Performance Security Deposit of the Agency will liable to be forfeited by the National Highways & Infrastructure Development Corporation Limited besides annulment of the contract and the agency become liable for blacklisting.
13. The tendering Agencies are required to enclose duly self-attested photocopies of the all required documents along with the Technical Bid, failing which their bids shall be summarily/ out-rightly be rejected and will not be considered for further evaluation. The originals documents shall be asked for verifications to the shortlisted firm after evaluation the bid(s).
14. The **Competent Authority** of the National Highways & Infrastructure Development Corporation Limited reserves the right to cancel any or all the bids without assigning any reason.
15. **Termination** of the Contract/Agreement: NHIDCL reserves the right to terminate the contract without assigning any reasons therefore. The NHIDCL and the agencies shall have the right to terminate the contract with a prior written notice of 30 (thirty) days. Such notices shall be served by the registered post or email or by hand at the respective address.
16. All entries in the tender form should be legible and filled clearly. If the space for furnishing the information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **Non-adherence to this stipulation shall render the bid as non-responsive.**
17. Technical Bid must be submitted in bound form duly Indexed and page numbered.
18. **All the pages of the tender document must be signed and duly affixed with the rubber-stamp of the firm as an acceptance of all the Terms & Conditions contained therein, by an authorized signatory.**

19. In case the signatures are made by a person other than Proprietor or designated Official of the firm an authority letter in his/ her name must be attached in original. In case the signatures are made by a person other than Proprietor or designated Official of the firm an authority letter or Board Resolution/Power of Attorney thereby in support of his authority to sign in his/her name must be attached in original or certified copy thereof.
20. Incomplete and/or Conditional bids shall not be considered and will be summarily rejected.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

2.1 **General Instructions:** The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e: <http://eprocure.gov.in/eprocure/app> 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.

2.2 **REGISTRATION:**

- a. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the “Online Bidder Enrolment” option available on the home page. Enrolment on the CPP Portal is free of charge.
- b. During enrolment/ registration, the bidders should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/ bidders through the email-id provided.
- c. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- d. For e-tendering, possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/ SmartCard.
- e. Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- f. Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- g. Bidders can then log into the site through the secured login by entering their user ID/ password and the password of the DSC/ eToken.

2.3 **PREPARATION OF BIDS:**

1. For preparation of bid, Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.
2. After selecting the tender document same shall be moved to the ‘My favourite’ folder of bidders account from where bidder can view all the details of the tender document.
3. Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid.
4. Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document.
5. Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under “My Space/ Other Important Document” option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

2.4 **SUBMISSION OF BIDS:**

1. Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time.
2. Bidder should prepare the EMD as per the instructions specified in the NIT/ tender document. The details of the DD/BC/BG/ others 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.
3. While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accept the same in order to proceed further to submit their bid.
4. Bidders shall select the payment option as offline to pay the Tender Fee/ EMD and enter details of the DD/BC/BG/others.
5. Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
6. Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
7. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
8. After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
9. Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
10. All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) 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.

25 **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.

Toll Free Number 1800-3070-2232 and **Sh. Amit Saini on his mobile number #9667403278.**

SECTION-3

QUALIFYING/ELIGIBILITY CRITERIA

Technical requirements of the Agency/ Agencies to be eligible for Participation in the bidding process for Annual Rate Contract for Selection of Agency for providing services of Designing, Printing of document(s), etc., for NHIDCL, New Delhi.

1. An agency not meeting any one of the following criteria shall be summarily rejected and shall not be considered for evaluation. Document evidence in this regard should be given. Canvassing in any form will attract disqualification. The tendering Agency/ Agencies should fulfill the following technical specifications and furnish self-attested copies of documents along with the Technical Bid form:
 - (a) The Registered Office or one of the Branch Offices of the Agency should be located either in Delhi/ New Delhi or NCT region of Delhi.
 - (b) The agency shall be registered for GST. A certificate duly signed by Chartered Accountant shall be attached.
 - (c) Bidder must possess and provide copy of PAN card either in the name of the firm of proprietor with copy attested by CA.
 - (d) The Agency should be registered with the appropriate registration authority.
 - (e) The agency must have successfully executed at least one similar work costing not less than Rs.08 Lakh or two similar works costing not less than Rs.05 Lakh or three similar works costing not less than Rs.04 Lakh during the last 07 years ending 28.02.2021 proof of which should be enclosed with the Technical Bid.
 - (f) The agency shall have reputed clients with national presence. A list of clients duly attested by the Chartered Accountant shall be attached.
Name of the important Government/ Semi-Government Organizations for which printing work undertaken in recent past three years up to 28.02.2021 for which certificates are to be produced (Please also enclose samples of printing work undertaken along with copies of work orders/experience certificates).
 - (g) **The Average Annual Turnover of the company for printing services for the last three financial years should not be less than 30% of Cost of Tender value, i.e. should be at least Rs.3,00,000/- (Rupees Three Lakh only).** Proof of Average Annual Turnover of the firm for the last 3 financial years (2017-18, 2018-19 and 2019-20) for printing services duly certified by a Chartered Accountant. The CA Certificate must indicate UDIN No. of the CA signing the certificate. If the Audited Annual Turnover is not available for the year 2019-20, then the AAR for 3 years ending 2018-19 should be provided.
 - (h) The agency shall submit an affidavit of self declaration stating that it has not been black listed by any Central/State Govt. Ministry/Deptt. or PSU/ reputed private organizations during the last three years.
 - (i) A self-certification for availability of printing infrastructure would also be required to be furnished.

Attested copies of the documents indicating compliance with the above specifications/ requirements should be kept in a sealed envelope containing Technical Bids and dropped in the tender box along with EMD document and uploaded on CPP Portal.

Applications received without complete documents/ information shall not be considered. Incomplete bid document will not be accepted. The qualifying bids will be scrutinized by the Department to shortlist the eligible bidders. The rates of only the technically qualified bidders will be taken for consideration and further evaluation of the tender. Late submission of tenders will not be accepted.

NB: Relaxation in prior turnover and prior experience shall be given to Micro and Small Enterprises and Startups in terms of Government of India, Ministry of Finance OM No. F.20/2/2014-PPD (Pt.) dated: 25.07.2016, MSME Circular No.1 (2) (1) 2016- MA dated: 10.03.2016. More-over provisions of Public Procurement order No. P - 45021/2/2017- PP (BE-II) dated: 04.06.2020 (as amended vide Order No. P-45021/2017-PP (BE-II) dated: 16.08.2020) issued by Department for Promotion of Industry and Internal Trade, Government of India shall also be allowed.

SECTION-4**REQUIREMENT/ SCOPE OF WORK**

| Description of the work(s)/ Item(s) | Description | Remarks | Time Line for each work |
|--|---|---|--|
| | Please see Financial Bid/BOQ for detailed description. | Items given below are required on need basis. It is not necessary that orders will be placed for all items for which rates have been asked. The items and quantity ordered may vary. | In view of urgency and exigency of work, sometimes ordered material may be required at even shorter timelines. |
| <u>Books/ Annual Reports</u> in English and Hindi both to be printed, which may include text, tables, photographs, etc. The laminated Front and Back Cover would consist of pictorial designs and text. | The text shall be provided in MS-Word/ MS-Excel. Agency is required to submit design(s) and proof(s) for correction(s) till its finalization. Compatibility of the Hindi Font is required to be ascertained by the agency, if required. | Sample may please be seen before furnishing the bids upon visiting the NHIDCL in order to understand the scope of work/ Size etc. | First Proof within 3 days, final proof next day, printed copies to be delivered at NHIDCL within next 3 days of the final approval of the design. |
| <u>Booklets</u> are small reports, which may include text, tables, photographs, etc. The laminated Front and Back Cover would consist of pictorial designs and text. Hindi and English both may be required. | The text and Tables shall be provided in MS- Word/ MS-Excel. Agency is required to submit design(s) and proof(s) for correction(s) till its finalization. Compatibility of the Hindi Font is required to be ascertained by the agency, if required. | These reports are required on need based and are not having any fixed requirements for a year and accordingly the number and size may vary. Sample may please be seen before furnishing the bids upon visiting the NHIDCL in order to understand the scope of work/ Size etc. | First Proof within 3 days, final proof next day, printed copies to be delivered at NHIDCL within next 3 days of the final approval of the design. |
| <u>Flyers and Leaflets</u> printed in color and contain pictures, tables and text. Hindi and English both may be required. | The text and Tables shall be provided in MS- Word/ MS-Excel. Agency is required to submit design(s) and proof(s) for correction(s) till its finalization. Compatibility of the Hindi Font is required to be ascertained by the agency, if required. | Such Flyers and Leaflets are often required during the year. However, number is subject to requirements. | First Proof within 2 days, final proof next day, printed copies to be delivered at NHIDCL within next 2 days or earlier of the final approval of the design. |
| <u>Brochure</u> Hindi and English both may be required. | The text and Tables shall be provided in MS- Word/ MS-Excel. Agency is required to submit design(s) and proof(s) for correction(s) till its finalization. Compatibility of the Hindi Font is required to be ascertained by the agency, if required. | Such brochures are required at times during the year. However, number is subject to requirements. | First Proof within 2 days, final proof next day, printed copies to be delivered at NHIDCL within next 2 days or earlier of the final approval of the design. |

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| <u>File Covers</u> are required in bilingual, monochrome printings are required on thick sheet (300 GSM art card) of approved color. Front cover is to be printed as per approved design with text & logo and bilingual text are to be printed on inner sides as well. | File covers are to be printed as per sample design, which may be seen before furnishing bid(s). | Sample design may be seen before furnishing bid(s), in order to understand the scope of work. | First Proof within 3 days, final proof next day, printed copies to be delivered at NHIDCL within next 3 days of the final approval of the design. |
| <u>Visiting Cards</u> are required in bilingual with both side printing and color logo | Since these are required for all the senior officers accordingly, these are generally printed in the lots of 200 cards or more at a time. | Sample design may be seen before furnishing bid(s), in order to understand the scope of work. | First Proof within 2 days, final proof next day, printed copies to be delivered within next day of the final approval of the design. |
| <u>Invitation Cards (including envelops)</u> | Bilingual Invitation cards are printed of the size of 8" x 5.5" with envelop | Sample design may be seen before furnishing bid(s). | First Proof within 1 day, final proof next day, printed copies to be delivered at NHIDCL within next day of the final approval of the design. |
| <u>Conference ID Card(s)</u> in plastic pouches with digitally printed Neck Tags (Satin) of 21" long, with good quality metal clip. | 220 GSM Glossy Paper with plastic pouch of size 6.5" x 4.5" with digital printed 21" long Neck Tag (Satin) of approved color and containing logo/matter as per approved design with good quality metal clip (Please enclose sample) | Sample design may be seen before furnishing bid(s). | First Proof within 2 days, final proof next day, printed copies to be delivered at NHIDCL within next day of the final approval of the design. |
| <u>Letter Head (A4 size)</u> | Printing on Executive Bond Paper | Sample design may be seen before furnishing bid(s). | First Proof within 2 days, final proof next day, printed copies to be delivered at NHIDCL within next day of the final approval of the design. |
| <u>Note Sheet</u> | Providing legal (as per sample) size Green Noting sheets (pad of 100 sheets each) with green line on both sides and "National Highways & Infrastructure Development Corporation Limited" is printed at the top of it in monochrome in bilingual | Sample design may be seen before furnishing bid(s). | First Proof within 2 days, final proof next day, printed copies to be delivered at NHIDCL within next 2 days of the final approval of the design. |
| <u>Folders</u> | Art paper folders with a pocket of standard A-4 size printed as per approved logo and design | Sample design may be seen before furnishing bid(s). Number is as per requirement. | First Proof within 1 day, final proof next day, printed copies to be delivered at NHIDCL within next 2 days of the final approval of the design. |

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| <u>Standee</u> | Generally size is (3'x6') | Sample design may be seen before submitting bid. Number is as per requirement. | Final Proof within 01 day, printed copies to be delivered at NHIDCL within next 2 days or earlier of the final approval of the design. |
| <u>Banner</u> | Generally size is (6'x4') | | |
| <u>Poster</u> | Size 12" x 18" generally with or without handle | | |
| <u>Coffee Table Book</u> | Big and small size, for details see BoQ | | First Proof within 3 days, final proof next day, printed copies to be delivered at NHIDCL within next 3 days of the final approval of the design. |
| <u>Wall Calendar</u> | for details see BoQ | | |
| <u>Desk Calendar</u> | for details see BoQ | | |
| <u>Diary</u> | for details see BoQ | The diaries to be supplied within 05 days of supply order. The amount so quoted should include all liabilities of the agency towards delivering the item at NHIDCL. | |

The above requirement is tentative and is subject to actual requirement as may be decided by NHIDCL.

SECTION-5

Terms and Conditions of Contract

General:

1. **The order for different items of quantity may differ depending upon the requirement of NHIDCL. In that case, relevant bid price shall be applied on pro-rata basis.**
2. The Validity of the bid shall remain in force for 90 days from the day of opening of Financial Bids.
3. The contracting Agency shall not be allowed to transfer, assign, pledge or sub-contract the work under this contract to any other agency.
4. The actual requirement of printing requirements may vary (increase or decrease). The bidder(s) shall be bound by the rates quoted by them to the National Highways & Infrastructure Development Corporation Limited. In case, any document furnished by the bidder(s) is found to be false at any stage, it would be deemed to be breach of terms of Annual Rate Contract (ARC) making them liable for legal action besides of termination of contract.
5. The National Highways & Infrastructure Development Corporation Limited, reserves the right to terminate the contract during initial period also after giving thirty days' notice to the empanelled agency and in case of breach of terms of contract without any further correspondence in this regard.
6. National Highways & Infrastructure Development Corporation Limited may ask for documentary evidence in respect of payment of GST if claimed and felt necessary.
7. National Highways & Infrastructure Development Corporation Limited shall verify the quality of printed material supplied by the agency before making payment(s), and in case NHIDCL is not satisfied with the quality, NHIDCL shall reserve the rights to deduct or withhold part/ full payment of such bill(s).
8. Printers are advised to go through all conditions that constitute the part of this quotation enquiry. The design, layout and printing of the publication have to be of high standard as this publication(s) is targeted for important work and distributed at International Level. A self-certification for availability of printing infrastructure would also be required to be furnished. The printer should have undertaken such nature of job in Government or Semi-Government Organization in the past three years for which certificates are to be produced.
9. Sample of paper to be used should necessarily be sent along with the quotations. A sample of the printing work already done by you may also be provided.
10. NHIDCL will provide word format data on disc/pen drive/email which printer may need to copy/ transfer on their computer/ software. The design, layout and color combinations as per suggested by NHIDCL.
11. The rates should be inclusive of freight charges, printing, binding, lamination, scanning, designing cutting, pressing, color photographs/ graphs, proof reading charges, and transportation etc. for both English & Hindi. The rates should not have any ambiguities. Incomplete or ambiguous offers would be rejected.

12. NHIDCL reserves the right to reject any printing product which is not up to the specifications and within the time limit. Thereafter, the cost of reprint and final product transportation again must be borne by the Printer/ agency.

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13. The Agency shall also be liable for depositing of GST etc., so claimed in their bill(s) from National Highways & Infrastructure Development Corporation Limited to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
14. The Tax Deducted at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provide to the agency by the National Highways & Infrastructure Development Corporation Limited.
15. **Arbitration:** In the event of any dispute arising after award of work/the execution of the Contract Agreement, the parties hereby agree to resolve the issues through Arbitration and shall follow the procedures as laid down in the Arbitration and Conciliation Act, 1996 (as amended from time to time). It is agreed that the disputes shall be referred to the Sole Arbitrator to be appointed with the consent of the parties. It is also agreed that the seat of Arbitration shall be at Delhi. Except where otherwise provided for in the contract, all questions and disputes, claims, rights, matters or things whatsoever in any way arising out of or relating to the contract thereof shall be referred to the ‘Conciliation Committee of Independent Experts’ before taking recourse to resolution of dispute through Arbitration. In case dispute is not resolved at Conciliation Committee of Independent Experts and still persists, the same shall be referred to the Sole Arbitrator to be appointed with the consent of the parties. The Arbitrator to whom the matter is originally referred is either transferred or vacates his office or is unable to act for any reason, on occurrence such events, with the consent afresh Arbitrator shall be appointed in accordance with the terms of the contract. Provision of the Arbitration and Conciliation Act, 1996, as amended or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause. It is a term of the contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute.
16. **Legal Jurisdiction:** The courts at Delhi/New Delhi shall have exclusive jurisdiction to try and entertain matters arising out of this tender.

FINANCIAL

17. The Technical bid should be accompanied with Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees twenty Five Thousand only), in the form of Demand Draft/Pay Order drawn in favour of “**National Highways & Infrastructure Development Corporation Limited, New Delhi**” *failing which the tender shall be rejected out rightly.*
18. The EMD in respect of the Agencies which do not qualify the Technical Bid (First Stage)/Financial Bid (Second Stage) shall be returned to them without any interest. However, the EMD in respect of the successful bidder shall be adjusted towards the Performance Security Deposit. **In case the selected agency do not undertake the work**

upon award of Letter of Award (LOA), the agency would be liable to be blacklisted and debarred from future tendering in NHIDCL, in addition to forfeiting the EMD/ Performance Guarantee.

19. In case of breach of any of the terms and conditions attached to this contract, the Performance Security Deposit of the Agency will be liable to be forfeited by the National Highways & Infrastructure Development Corporation Limited besides annulment of the contract and the agency become liable for blacklisting.
20. The National Highways & Infrastructure Development Corporation Limited reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered.
21. **Please note that the work shall be awarded to the agency which stands L-1 in overall quote.**
22. (i) There are 4 groups of items for invitation of bids. If L-1 rate for each group is different, contract may be awarded to the bidder who quoted the L-1 rate for the group items taken together.
(ii) However, the bidder who quotes the L-1 rate for maximum groups shall be given opportunity to match the remaining L-1 rates. In case such bidder agrees to match, the contract shall be awarded to this bidder for all such agreed groups.
23. In case L-1 defaults, NHIDCL reserves the right to forfeit the EMD of defaulter and award the work to next lowest bidder till L-3, (i.e. L-2 & L-3 in that order), provided the agency agrees to match the quote(s) of L-1, if their quoted price(s) are higher.

Payments

24. Advance Payment will not be made. All payments will be released after satisfactory supply of materials/documents at NHIDCL.
25. Bidder must follow the time schedule as has been prescribed in scope of work failing which bidder shall be liable to the penalty @ 1% of the total bill per day.

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. **Application – Technical Bid.**
2. **Attested copy of PAN/**
3. **Attested copy of the GST registration letter/certificate, if any.**
4. **Certified document in support of financial turnover of the agency during the last 3 years issued by Chartered Accountant.**
5. **All pages of the terms and conditions and ‘Tender Notice’ be duly signed and sealed by the authorized signatory of the agency in token of their acceptance.**
6. **Sample paper for different GSM proposed in the scope of work.**
7. **Sample printed work done by the bidder in support of the quality.**

APPLICATION- TECHNICAL BID

Selection of agency/ agencies for entering into Annual Rate Contract for providing services of Designing, Printing of document(s) etc., for NHIDCL, New Delhi.

| Sl. No | Particulars | Details to be filled by the Agency | Page no. of supported document |
|---------------|---|---|---------------------------------------|
| 1. | Name of the Tendering Company/ Firm/ Agency – attach certificate of registration | | |
| 2. | Name of Proprietor/Director of Tendering Company/ Firm/ Agency | | |
| 3. | Corporate Office/Head Office/Registered office/ business address of the agency with telephone numbers and e-mail | | |
| 4. | Whether agency having its Registered or Branch Office in Delhi/New Delhi or NCT region of Delhi. If so, please give the address with telephone numbers and e-mail | | |
| 5. | Name of Contact Person with Mobile No. & Email ID | | |
| 6. | Whether Start-up/ MSE Enterprise (Enclose documentary evidence) | | |
| 7. | Whether Micro, Small or Medium Enterprise (attach proof of requisite registration) | | |
| 8. | Year of Incorporation/constitution of the Firm/Agency (please attach a copy) | | |
| 9. | Income Tax - PAN No. (Attach copy of PAN) | | |
| 10. | GST No. (Attach a copy) | | |
| 11. | Whether registered with Registrar of Companies. If so mention the date of Registration. (Attach copy of Registration Certificate) | | |
| 12. | Whether the agency is providing services to reputed institutional customers like Central Government/ State Government/ any PSU, etc. Give names of institutions/ agencies empanelled/ providing such services. (Attach copy of Orders/ proof and mention the page no. in the given column) | | |
| 13. | Length of experience of providing services of Designing and Printing to reputed Private Companies/ Public Sector Companies and Government | | |

| | | | |
|-----|--|--|--|
| | <p>Department etc. (Attach copy of Orders/ proof and mention the page no. in the given column) The printer should have undertaken such nature of job in Government or Semi-Government Organization in the past three years up to 28.02.2021 for which certificates are to be produced</p> | | |
| 14. | <p>Client profile-Number of Government organizations/PSUs/Private organizations served/ presently being served for providing services of designing and printing work (Attach copy of Orders/ proof and mention the page no. in the given column)</p> <p>A list of clients duly attested by the Chartered Accountant shall be attached. Name of the important Government Organizations for which printing work undertaken in recent past three years up to 28.02.2021 (Please also enclose samples of printing work undertaken along with copies of work orders).</p> | | |
| 15. | <p>Whether the agency has successfully executed at least one similar work costing not less than Rs.08 Lakh or two similar works costing not less than Rs.05 Lakh or three similar works costing not less than Rs.04 Lakh during the last 07 years ending 28.02.2021 proof of which should be enclosed with the Technical Bid.</p> | YES/NO | |
| 16. | <p>Whether the agency has achieved an average annual turnover towards printing services of at least Rs.3 Lakh in the last three Financial Years.</p> <p>Attach Proof of Average Annual Turnover towards printing services of the firm for the last 3 financial years (2017-18, 2018-19 and 2019-20) for printing services duly certified by a Chartered Accountant. The CA Certificate must indicate UDIN No. of the CA signing the certificate. If the Audited Annual Turnover is not available for the year 2019-20, then the Average Annual Turnover (AAR) for 3 years ending 2018-19 should be provided.</p> | <p>YES/NO</p> <p>Turnover for :- FY 2017-18 Rs FY 2018-19 Rs FY 2019-20 Rs</p> | |

| | | | |
|-----|---|---|--|
| 17. | Whether the agency is equipped with the requisite infrastructure for designing, editing and graphics for printing as per scope of work. | YES/NO (Attach documentary proof. The printer should have undertaken such nature of job in Government or Semi-Government Organization in the past three years up to 28.02.2021 for which certificates are to be produced.) | |
| 18. | Whether the agency has submitted an affidavit of self declaration stating that it has not been black listed by any Central/State Govt. Ministry/Deptt. or PSU/ reputed private organizations during the last three years. | | |

19. Format for giving details of key personnel of the agency

| Sl. No. | Name of personnel | Designation | Years with Agency | Contact number | Any information |
|---------|-------------------|-------------|-------------------|----------------|-----------------|
| | | | | | |
| | | | | | |
| | | | | | |

20. Details of EMD

Demand Draft No..... Date of issue..... Name of issuing bank.....

21. Verification — The application for empanelment should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of their knowledge and that in case of furnishing any false information or suppression of any material information, the application shall be liable for rejection besides initiation of penal proceedings by NHIDCL if it deems fit.

Date:
Place:

Signature of authorized Signatory
(with Full Name and Seal)

ACCEPTANCE LETTER (to be put in the cover)

(To be given on Company Letter Head)

The Deputy General Manager (Admin),
NHIDCL,
3rd floor, PTI Building
4-Parliament Street
New Delhi – 110 001

ACCEPTANCE OF NHIDCL'S TENDER DOCUMENT – Tender for Selection of agency/ agencies for entering into Annual Rate Contract for providing services of Designing, Printing of document(s) etc., for NHIDCL, New Delhi

Sir,

1. The tender document for the work for **Selection of agency/ agencies for entering into Annual Rate Contract for providing services of Designing, Printing of document(s) etc., for NHIDCL, New Delhi** have been downloaded from NHIDCL website and I/We hereby certify that I/We have understood the entire terms and conditions of the tender document. I/We shall abide by the conditions/clauses contained therein.

2. I, Son/Daughter/Wife of Shri..... Authorised signatory of the company/ agency/ firm mentioned above, is competent to sign this declaration and execute this tender document.

3. My Company/ Agency/ Firm has not been blacklisted/ debarred from participating in tender of any Ministry/ Department/ PSU/Autonomous Body of Govt. of India/ private organization in the last 3 years.

4. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

5. **I/We hereby unconditionally accept the tender conditions of NHIDCL's tender documents in its entirety for the above work.**

6. The contents of clauses of the tender documents have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remarks/conditions (except unconditional rebate on quoted rates, if any) in the tender and the same has been followed in the present case. In case, this provision of the tender is found violated after opening the cover, I /We agree that the tender shall be rejected and NHIDCL shall, without prejudice to any other right or remedy, be at liberty to forfeit the earnest money absolutely

7. I undertake that I shall not indulge in any unlawful activities for award of the tender or during execution of the tender.

8. 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 and/or termination of the Contract Agreement at any stages, besides forfeiture of Earnest Money/ Security Deposit and liabilities towards prosecution under appropriate law.

9. I/We understand that in case any deviation is found in the above statement at any stage, my/ our concern/firm/ co. shall be blacklisted and shall not have any dealing with the Department in future.

10. The required Earnest Money (EMD) amounting to Rs.25,000/- (Rupees Twenty Five Thousand) by way of Demand Draft/Pay Order No.....dated drawn onin favour of National Highways & Infrastructure Development Corporation Limited, New Delhi, payable at New Delhi is enclosed here with.

11. We are complying with all statutory liabilities relating to taxes/GST etc.

Date:

Signature of the authorized Signatory of the
Firm/Company/ Organization

Place:

Name:

Office Stamp/ Seal:

DECLARATION

1. I, Son/ Daughter/Wife of Shri..... Authorised signatory of the company/ agency/ firm mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender, including corrigendum issued and undertake to abide by them.
3. I, undertake to indemnify NHIDCL against any loss incurred by NHIDCL due to any act of omission or commission by my Company/ Agency/ Firm.
4. My Company/ Agency/ Firm has not been blacklisted/ debarred from participating in tender of any Ministry/ Department/ PSU of Government of India/ reputed private organizations in last three years.
5. 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 and/or termination of the Contract Agreement at any stage, besides liabilities towards prosecution under appropriate law:

**Signature of authorized person
(s)**

Date:

Name:

Place:

Seal:

Financial Bid/BOO

| Sl. | Description of Work | Rates invited for (Items given below are required on need basis. It is not necessary that orders will be placed for all items for which rates have been asked. The items and quantity ordered may vary.) | <u>Rates quoted Excluding GST (Rs.)</u> |
|---|---|---|---|
| Category 1 Book(s)/Booklet(s)/ Annual Report(s), Brochures, Coffee Table Book, etc. | | | |
| 1.1 | <p>Designing & Printing of Book(s)/Booklet(s)/ Annual Report(s), etc. Having Cover & Outer Page of 220 GSM Glossy + Lamination and Inner Page(s) of 130 GSM Glossy (please enclose sample) with Stich Binding Perfect. *Pro-rata rate will be applied for additional copies over 50/100/200/300 under respective category. Similarly, pro-rata rate shall be applied for each additional 04 pages under respective categories.</p> | | |
| 1.1.a | <p>Designing & Printing of Book(s)/Booklet(s)/ Annual Report(s), etc. of <u>A4 size</u></p> | | |
| | (i) Book/Booklet/Report containing up to 52 pages (48+4) | | |
| | Offset | 50 copies | |
| | | 100 copies | |
| | | 200 copies | |
| | | 300 copies | |
| | Digital | 50 copies | |
| | (ii) Book/Booklet/Report containing up to 100 pages (96+4) | | |
| | Offset | 50 copies | |
| | | 100 copies | |
| | | 200 copies | |
| | | 300 copies | |
| | Digital | 50 copies | |

| | | | |
|-------|---|-------------------|--|
| 1.1.b | Designing & Printing of Book(s)/Booklet(s), etc. of <u>A5 size</u> | | |
| | (i)Book/Booklet/Report containing up to 52 pages (48+4) | 50 copies | |
| | | 100 copies | |
| | | 200 copies | |
| | | 300 copies | |
| | (ii)Book/Booklet/Report containing up to 100 pages (96+4) | 50 copies | |
| | | 100 copies | |
| | | 200 copies | |
| | | 300 copies | |
| 1.2 | Designing & Printing of Brochure of 8 by 8 inches size 20 + 4 pages, 4 colour print, text paper 170 GSM, cover hardbound with pastel 130 GSM, Having Cover & Outer Page of 130 GSM + Lamination and Inner Page(s) of 170 GSM (please enclose sample) with Stich Binding Perfect Pro-rata rate will be applied for additional copies over 50/100/200/300 under respective category. Similarly, pro-rata rate shall be applied for each additional 04 pages under respective categories. | 50 copies | |
| | | 100 copies | |
| | | 200 copies | |
| | | 300 copies | |
| 1.3 | Designing & Printing of Coffee Table Book (CTB) <u>Finish</u> : Perfect Binding <u>Cover Page</u> Paper : 280 gsm Natural Evolution White or Star dream crystal Print : 4 Color Finish : Spot UV on Image + Title Emboss + Logo Foil <u>Inner Pages</u> Paper : 145gsm Natural Evolution White or Star dream crystal Print : 4 Color <u>Jacket (DVD Cover like)</u> Paper : 280gsm Natural Evolution White or Star dream crystal Print : 4 Color Finish : Spot UV on Image + Title Emboss + Logo Foil The contents and print ready copy shall be provided by NHIDCL. All pages to be varnished. | | |

| | | | |
|---|---|----------------|-------------------|
| | <p>*Pro-rata rate will be applied for additional copies over 50/100/200/300 under respective category. Similarly, pro-rata rate shall be applied for each additional 04 pages under respective categories.</p> | | |
| 1.3.a | <p>Designing & Printing of Coffee Table Book (CTB) <u>(BIG)</u> Size: 11.5inches X 11.5inches (Closed) – 23inches X 11.5inches (open)</p> | | |
| 1.3.a.(i) | Up to 40 pages (36 + 4) | Offset | 50 copies |
| | | | 100 copies |
| | | | 200 copies |
| | | | 300 copies |
| | | Digital | 50 copies |
| 1.3.a.(ii) | Up to 60 pages (56 + 4) | Offset | 50 copies |
| | | | 100 copies |
| | | | 200 copies |
| | | | 300 copies |
| | | Digital | 50 copies |
| 1.3.b | <p>Designing & Printing of Coffee Table Book (CTB) <u>(SMALL)</u> Size: 8.5 inches X 8.0 inches (Closed) –</p> | | |
| 1.3.a.(i) | Up to 40 pages (36 + 4) | Offset | 50 copies |
| | | | 100 copies |
| | | | 200 copies |
| | | | 300 copies |
| | | Digital | 50 copies |
| 1.3.a.(ii) | Up to 60 pages (56 + 4) | Offset | 50 copies |
| | | | 100 copies |
| | | | 200 copies |
| | | | 300 copies |
| | | Offset | 50 copies |
| | | | 100 copies |
| | | | 200 copies |
| | | | 300 copies |
| | | | Digital |
| <p><u>Category 2</u> Diary, Wall Calendar, Desk Calendar</p> | | | |

| | | | |
|-----|--|-------------|--|
| 2.1 | Designing & Printing of Diary Pages : 200. i. Single page for each date ii. Company information and other data in about 12 pages, in the beginning of the Diary. iii. Provision for 3 years' calendars as well as year planner, etc. approx 12 pages Size : 245x 180 mm. Print : 2 Color for inner pages. Company and General information in 04 colour. Paper (inner pages) : 80 GSM Maplitho Natural (Fine Quality) Covers : Front and back cover to be hard bound (leather cover), Foil printing with dye for covers at front and back. Note: Design for Logo and other material for general page shall be provided by NHIDCL in print ready file. The contents and print ready copy shall be provided by NHIDCL. *Pro-rata rate will be applied for additional copies over 100/300/500/1000 under respective category. Similarly, pro-rata rate shall be applied for each additional 04 pages under respective categories. | 100 copies | |
| | | 300 copies | |
| | | 500 copies | |
| | | 1000 copies | |
| 2.2 | Designing & Printing of Wall Calendar Size of 17 inches by 24 inches, 6+1 pages, both side printing, wiro binding, 4 colour with aquas quoting, paper rendezvous superwhite Pro-rata rate will be applied for | 500 nos. | |
| | | 700 nos. | |
| | | 1000 nos | |

| | | | |
|--|---|-------------------|--|
| | additional copies over 500/700/1000 under respective category. | | |
| 2.3 | Designing & Printing of Desk Calendar Size 20 cm by 25 cm 6+1 pages, both side printing, wire binding, 4 colour with aquas quoting, paper rendezvous superwhite Pro-rata rate will be applied for additional copies over 500/700/1000 under respective category. | 500 nos. | |
| | | 700 nos. | |
| | | 1000 nos | |
| Category 3 Leaflet, Flyer, Standee, Banner, Poster | | | |
| 3.1 | Designing & Printing of Leaflet- of close size of A3 size sheet printed on both sides in colour and contains pictures, tables and text using 170 GSM imported Glossy paper (please enclose sample) Pro-rata rate will be applied for additional copies over 100/200/300/500 under respective category. | | |
| 3.1.a | Leaflet- One fold leaf | 100 copies | |
| | | 200 copies | |
| | | 300 copies | |
| | | 500 copies | |
| 3.1.b | Leaflet- two fold leaf | 100 copies | |
| | | 200 copies | |
| | | 300 copies | |
| | | 500 copies | |
| 3.2. | Designing & Printing of Flyer- close size of A4 size sheet printed in colour and contains pictures, tables and text using 170 GSM imported Glossy paper (please enclose sample) Pro-rata rate will be applied for additional copies over 100/200/300/500 | | |

| | | | |
|---|--|------------------------------|--|
| | under respective category. | | |
| 3.2.a | Flyer- Printed on both sides | 100 copies | |
| | | 200 copies | |
| | | 300 copies | |
| | | 500 copies | |
| 3.2.b | Flyer- Printed on single side | 100 copies | |
| | | 200 copies | |
| | | 300 copies | |
| | | 500 copies | |
| 3.3 | Designing & Printing of Standee Generally size is (3 feet by 6 feet), bilingual printing may be required, 4-colour with high quality eco-friendly material, good quality frame | Per Square Feet (PSF) | |
| 3.4 | Designing & Printing of Banner Generally size is (6 feet by 4 feet), bilingual printing may be required, 4-colour with high quality eco-friendly material | PSF | |
| 3.5 | Designing & Printing of Poster Generally size is 12 feet by 18 feet, bilingual printing may be required, 4-colour with high quality eco-friendly material | With handle, PSF | |
| | | Without handle, PSF | |
| Category 4 File Covers, Folders, Visiting Cards, Invitation Cards including envelopes, Conference ID Cards, Letter Head(s), Note Sheets | | | |
| 4.1 | Designing & Printing of File Covers 300 GSM art card of approved color (Please enclose sample) Pro-rata rate will be applied for additional copies over 1000/2000/3000/5000 under respective category. | 1000 nos. | |
| | | 2000 nos. | |
| | | 3000 nos. | |
| | | 5000 nos. | |
| 4.2 | Designing & Printing of Folders Art paper folders with a pocket of standard A-4 size printed as per approved logo and design. | 500 nos. | |
| | | 700 nos | |
| | | 1000 nos | |

| | | | |
|-------|--|-----------------|--|
| | Pro-rata rate will be applied for additional copies over 500/700/1000 under respective category. | | |
| 4.3 | Designing & Printing of Visiting Cards 300 GSM art card with both side printing (Please enclose sample) Pro-rata rate will be applied for additional copies over 100/200 under respective category. | 100 nos. | |
| | | 200 nos. | |
| 4.4.a | Designing & Printing of Invitation Cards (including envelops) 300 GSM art card with both side printing , 8 inches x 5.5 inches size with envelop (please enclose sample) Pro-rata rate will be applied for additional copies over 100/200/300/400 under respective category. | 100 no. | |
| | | 200 no. | |
| | | 300 no. | |
| | | 400 no. | |
| 4.4.b | Designing & Printing of Invitation Cards (including envelops) 300 GSM art card with single side printing , 8 inches x 5.5 inches size with envelop (please enclose sample) Pro-rata rate will be applied for additional copies over 100/200/300/400 under respective category. | 100 no. | |
| | | 200 no. | |
| | | 300 no. | |
| | | 400 no. | |
| 4.4.c | Designing & Printing of Invitation Cards (including envelops) 300 GSM art card with both side printing, single fold 8 inches x 5.5 inches size with envelop (please enclose sample) Pro-rata rate will be applied for additional copies over 100/200/300/400 under respective category. | 100 no. | |
| | | 200 no. | |
| | | 300 no. | |
| | | 400 no. | |
| 4.5 | Designing & Printing of Conference ID Cards 220 GSM Glossy Paper with plastic pouch of size 6.5" X 4.5" with digital printed 21" long Neck Tag (Satin) of approved color and containing logo/matter as per approved design with good quality metal clip (Please enclose sample) Pro-rata rate will be applied for additional copies over 100/200/300/400 | 100 no. | |
| | | 200 no. | |
| | | 300 no. | |
| | | 400 no. | |

| | | | |
|-----|--|-------------------------------|--|
| | under respective category. | | |
| 4.6 | Designing & Printing of Letter Head(s) Designing & Color Printing of Letter Heads on Executive Bond Paper as per approved design(s) (pad of 100 sheets each) Pro-rata rate will be applied for additional copies over 5/10/20/30/40/50 pads under respective category. | 05 pads, i.e. 500 nos | |
| | | 10 pads, i.e. 1000 nos | |
| | | 20 pads, i.e. 2000 nos | |
| | | 30 pads, i.e. 3000 nos | |
| | | 40 pads, i.e. 4000 nos | |
| | | 50 pads, i.e. 5000 nos | |
| 4.7 | Designing & Printing of Note Sheets Providing legal size Green Noting sheets (pad of 100 sheets each) with green line on both sides and "National Highways & Infrastructure Development Corporation Limited" is printed at the top of it in monochrome in bilingual Pro-rata rate will be applied for additional copies over 20/30/40/50 under respective category. | 20 pads | |
| | | 30 pads | |
| | | 40 pads | |
| | | 50 pads | |

Please Note:

1. Please note that the Financial Bid is to be submitted with online process only at <https://eprocure.gov.in>. In case of assistance in this regard, please contact Sh. Amit Saini on his mobile number #9667403278. However, the Technical bids are to be submitted by both ways i.e. physical as well as online
2. The above requirement is tentative and is subject to actual requirement as may be decided by NHIDCL. Items given in the BoQ are required on need basis. It is not necessary that orders will be placed for all items for which rates have been asked. The items and quantity ordered may vary.
3. The amount so quoted should include all liabilities of the agency towards delivering the item at NHIDCL. Please note no separate conveyance/ transportation charges etc. shall be admissible.
4. It is mandatory for the bidders to quote for all the items, failing which the bid shall be liable to be treated as non-responsive.
5. **Please note that the work shall be awarded to the agency which stands L-1 in overall quote.**
6. (i) There are 4 groups of items for invitation of bids. If L-1 rate for each group is different, contract may be awarded to the bidder who quoted the L-1 rate for the group items taken together.
(ii) However, the bidder who quotes the L-1 rate for maximum groups shall be given opportunity to match the remaining L-1 rates. In case such bidder agrees to match, the

contract shall be awarded to this bidder for all such agreed groups.

7. In case L-1 defaults, NHIDCL reserves the right to forfeit the EMD of defaulter and award the work to next lowest bidder till L-3, (i.e. L-2 & L-3 in that order), provided the agency agrees to match the quote(s) of L-1, if their quoted price(s) are higher.

Signature of Authorized
Person(s)

Date:
Place:

Name:
Seal:

UNDERTAKING

1. I submit the Financial Bid for “**Selection of agency/ agencies for entering into Annual Rate Contract for providing services of Designing, Printing of document(s) for NHIDCL, New Delhi**” as envisaged in the Tender document.
2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Tender document and agree to abide by them.
3. I also undertake and understand that my bid shall be liable to be rejected if I/ we violate any of the terms and condition of this contract and any other statutory provisions relating to labour laws/ other statutory provisions in connection with supply of manpower.
4. This undertaking is unconditional, irrevocable and without any demur or protest or without reserving any right.

(Signature and sealed of the Bidder/Authorized representative)

Signature of authorized person(s)

Date:

Name:

Place:

Seal:

DETAILS OF BANK ACCOUNT

(RTGS/NEFT facility for receiving payments)

| SLNo. | Particulars | To be filled by the bidder |
|--------------|------------------------------|-----------------------------------|
| 1. | Name(s) of Account Holder(s) | |
| 2. | Address of Account Holder(s) | |
| 3. | Name of the Bank | |
| 4. | Name and Address of Branch | |
| 5. | IFSC Code | |
| 6. | MICR Code | |
| 7. | Account Number | |
| 8. | Type of Account | |

I/We, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/we would not hold NHIDCL responsible.

(Signature(s) of account holder(s)) Name(s) of
Account holder(s)

SIGNATURE OF BIDDER/ Authorized representative