

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: 11.01.2019

**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) such as Flyers, Leaflets, Invitation Cards (including envelopes), Letter Heads, etc, for NHIDCL, New Delhi.

<i>Earnest Money Deposit</i>	: Rs. 5,000/-
<i>Cost of Bid documents</i>	: Rs.1,000/-
<i>Pre-Bid Conference</i>	: 4:00 P.M. on 23.01.2019
<i>Clarification on the pre-bid conference, if any</i>	: 4:00 P.M. on 24.01.2019
<i>Last date and time for submission of Bids</i>	: 4:00 P.M. on 06.02.2019
<i>Date and time for opening of Technical Bids</i>	: 4:00 P.M. on 07.02.2019
<i>Date and time for opening of Financial Bids</i>	: To be notified later on

Dated: 11.01.2019

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

National Highways & Infrastructure Development Corporation Limited invites sealed tenders 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 certain document(s) such as Flyers, Leaflets, Invitation Cards (including envelopes), Letter Heads, etc, for NHIDCL, New Delhi**, as per details given in the financial bid format and under "Scope of work". The contract shall be initially for a period of two year 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, on the same terms and conditions.

2. The complete Tender Documents can be downloaded from the website of NHIDCL www.nhidcl.com.

3. Interested Companies/ Firms/ Agencies may submit their bids complete in all respect along with Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five Thousand Only) and other requisite documents on or before **06.02.2019** by 4:00 P.M. to the Dy. GM (HR), 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. The Technical Bids will be opened at 4:00 PM on **07.02.2019** itself 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.

4. 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.

Dy. GM (HR)

Copy to:

1. PS to MD & Director (A&F), NHIDCL
2. IT Cell - for display in NHIDCL website and to upload on CPPP portal.

GENERAL INSTRUCTIONS FOR BIDDERS

National Highways & Infrastructure Development Corporation Limited invites sealed tenders 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 certain document(s) such as Flyers, Leaflets, Invitation Cards (including envelopes), Letter Heads, etc, for NHIDCL, New Delhi**, as per given in the financial bid format and under the head "Scope of Work".

1. 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.
2. The tenders are invited under two bid system i.e. Technical Bid and Financial Bid. The technical bids are to be submitted by both ways i.e. online as well as physically on or before **06.02.2019** (1600 hours). The physical sealed bid super scribed "**Technical Bids for selection of Agency for providing services of Designing and Printing of Documents 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.
3. 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>. Similarly The Technical Bid should also be submitted through online process at <https://eprocure.gov.in>. In case of any assistance in this regard please contact Sh. Ravi Bharadwaj on his mobile number #9953090169.
4. The exemption of Tender fee and EMD to NSIC registration certificates issued by MSME will be allowed as per the Govt. policy
5. The interested Agency/ Agencies may submit their bid(s) complete in all respects along with the Earnest Money Deposit (EMD) for Rs.5,000/- (Rupees Five Thousand Only) and cost of bid documents @ Rs.1000/- (non-refundable.) should be necessarily kept in the sealed cover containing tech bid of the agency (in the form of Demand Draft/ Pay Order drawn in the favour of **National Highways & Infrastructure Development Corporation Limited, payable at New Delhi**, and other requisite documents in a sealed envelope addressed to Dy. GM(HR) and drop it in the tender box kept at 3rd Floor PTI Building, 4 - Parliament Street, New Delhi-110001, failing which the tender shall be rejected summarily.
6. Successful bidder will have to deposit Performance Security of Rs.15,000/- (Rupees Fifteen Thousand Only) **within seven (7) days** from the date of issue of LOA, in the form of 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. 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.

7. 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 original documents of the shortlisted firms shall be asked for verifications after evaluation the bid(s).
8. 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.
9. The Technical Bids shall be opened at **4:00 P.M. on 07.02.2019** and Financial Bids of technically qualified bidders shall be opened on the date to be notified later on at **3rd Floor, PTI Building, 4 - Parliament Street, New Delhi - 110001** in the presence of the authorized representative of the Bidder who choose to be present.
10. 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.
11. Technical Bid must be submitted in spiral bind form, duly Indexed and page numbered .
12. 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.
13. 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.
14. Incomplete and/or Conditional bids shall not be considered and will be summarily rejected.

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) such as Flyers, Leaflets, Invitation Cards (including envelopes), letter heads etc, for NHIDCL, New Delhi

1. 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 NCR 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 or proprietor.
 - (d) The Agency should be registered with the appropriate registration authority.
 - (e) The Agency should have successfully completed at least one work of similar nature valued not less than Rs.1.2 Lakhs or two works of Rs.90,000/- each or three works of Rs.60,000/- each, during the last 5 (Five) years for providing services of Designing, Printing of document(s) such as Leaflets, Invitation Cards (including envelopes), Letter Heads etc to the reputed Private Companies/ Public Sector Companies and/or Government Department etc., 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.
 - (g) Certificate of Annual Return from Chartered Accountant. **The average Annual Turn Over of the company for the last three financial years should not be less than Rupees Rs.05 Lakhs.**

REQUIREMENT/ SCOPE OF WORK

Description of the work(s)/ Item(s)	Description	Remarks	Time Line for each work
Flyers and Leaflets these are normally one fold leaf of close size A4 size sheet printed both sides in color and contains pictures, tables and text.	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.
Invitation Cards (including envelopes)	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.
Letter Head (A4 size)	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.

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

Please note that the rates quoted shall be for the purpose of ascertaining the L-1, however, the payment shall be made on pro-rata basis for actual number of pages contained in the booklets/ books/ Reports, etc.

Evaluation of bids (qualifying only)

A minimum score for Technical Bid (Tn) of 70 (out of 100) is required for qualifying in technical bid evaluation based on the following criteria:-

Sl. No.	Parameters	Marks Allotted
1.	Length of experience of providing services of Designing and Printing to reputed Private Companies/ Public Sector Companies and Government Department etc. (relevant proof to be attached with technical bids.)	5 marks for each complete year subject to a maximum of 25 marks.
2.	Client profile-Number of Government organizations/ PSUs/ Private organizations served/ presently being served for providing services of designing and printing work (relevant proof to be attached with technical bids).	5 marks for each client subject to maximum of 25 marks.
3.	Level of client satisfaction for completion of works of similar nature of value of not less than Rs.1.5 lakhs each during the last 3 (three) years (certificate from client organization to be attached with the technical bids). Maximum five best works would be considered for evaluation.	Based on grading in the client certificate, 5 marks for each Excellent grading, 3 marks for each Good grading, 2 marks for each Satisfactory grading, subject to maximum 25 marks.
4.	Sound financial standing of the tendering firm in terms of annual turnover, during the last three years (relevant certificate from CA to be enclosed).	Annual Average Turnover during the last three Financial years <ul style="list-style-type: none">• 25 marks for above Rs.25 lakhs.• 20 marks for above Rs.20 lakhs to Rs.25 lakhs.• 15 marks for above Rs.15 lakhs to Rs.20 lakhs.• 10 marks above Rs.10 lakhs to Rs.15 lakhs.• 05 marks for between Rs.05 lakhs and 10 lakhs.

- a. Financial bids of only the technically qualified and eligible bidders would be considered for financial evaluation.
- b. **Final selection shall be based on L-1 basis in Financial Bid.**
- c. **Conditional Bids are liable to be rejected;**
- d. **Please note that the work shall be awarded to the agency which stands L-1 in overall quote.**
- e. 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.
- f. The financial Bids of the bidders who qualified in technical evaluation shall be opened at the notified time, date and place by the bid evaluation committee in the presence of the bidders or their representatives who choose to be present;
- g. The evaluation shall include all costs and all taxes and duties applicable to the bidder as per law of the Central/ State Government/Local Authorities, and the evaluation criteria specified in the bidding documents shall only be applied;

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 which printer may need to copy/ transfer on their computer/ software. The design, layout and color combinations as per suggested by the Institute authorities.
11. Affidavit in non-judicial stamp paper of Rs.50/- to the effect that all statements and Documents submitted by the Vendor are true and correct.
12. 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.

13. 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 bear by the Printer/ agency.
14. Name of the important Government Organizations for which printing work undertaken in recent past three years (Please also enclose samples of printing work undertaken along with copies of work orders).
15. 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.

LEGAL

16. 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.
17. 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.
18. Any dispute will be subject to Jurisdiction of Delhi High Court.

FINANCIAL

19. The Technical bid should be accompanied with Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five Thousand only) and cost of bid documents i.e. Rs.1,000/- (Rupees One 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.*
20. 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.**
21. 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.
22. 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.

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.
26. Please note that the rates quoted shall be for the purpose of ascertaining the L-1, however, the payment shall be made on pro-rata basis for actual number of pages contained in the booklets/ books/ Reports, etc.

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.

**BID DOCUMENT
PRESS TENDER [TWO BID]**

Job Specification: Designing, Printing of document(s) such as, Flyers, Leaflets, Invitation Cards (including envelopes), Letter Heads, etc., for NHIDCL, New Delhi

NHIDCL, New Delhi invites *sealed tenders* in two bids system (**Technical Bid & Price Bid**) from Delhi based printers

Sl. No	Particulars	Details to be filled by the Agency	Page no. of supported document
1.	Name of the Firm/ Agency		
2.	Registered office/ business address of the agency with telephone numbers and e-mail		
3.	Whether agency having its Registered or Branch Office in Delhi/New Delhi or NCR region of Delhi. If so, please give the address with telephone numbers and e-mail		
4.	Year of Incorporation/constitution of the Firm/Agency (please attach a copy)		
5.	Income Tax - PAN No. (Attach copy of PAN)		
6.	GST No. (Attach a copy)		
7.	Whether registered with Registrar of Companies. If so mention the date of Registration. (Attach copy of Registration Certificate)		
8.	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)		
9.	Length of experience of providing services Designing and Printing to reputed Private Companies/ Public Sector Companies and Government Department etc. (Attach copy of Orders/ proof and mention the page no. in the given column)		
10.	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)		
11.	Level of client satisfaction for completion of works similar nature of		

	value of not less than 1.5 lakhs, during the last 3 (Three) years. Maximum five best works would be considered for evaluation. (Attach copy of Orders/ proof and mention the page no. in the given column)		
12	Whether the agency has achieved an average annual sales turnover of Rs.5 lakh during the last three financial years i.e. FY 2015-16/2016-17/2017-18 (Attach a certificate of CA)	YES/NO Turnover for :- FY 2015-16 Rs FY 2016-17 Rs FY 2017-18 Rs	
13.	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)	

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

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

15. Details of EMD

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

16. Details of cost of bid documents: Rs.1,000/- (Rupees one thousand only)

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

17. 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 my 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.

Signature of authorized Signatory
(with Full Name and Seal)

Date:
Place:

Financial Bid

Selection of Agency for providing services of Designing, Printing of document(s) such as Flyers, Leaflets, Invitation Cards (including envelopes), Letter Head etc., for NHIDCL, New Delhi on Annual Rate Contract Basis.

Name of tendering Company/ Firm/ Agency:

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.

L-1 will be arrived at after adding rates of 18 items and dividing the total so arrived by 18 to arrive at **average rate**. Lowest average rate shall be considered L-1 rate.

Sl.	Discription of Work	Rates invited for	Rates quoted
1	Designing & Printing of Flyers and Leaflets Flyers and Leaflets one fold leaf of close size A4 size sheet printed on both sides in color and contains pictures, tables and text using 170 GSM imported Glossy paper (Please enclose sample)	100 copies	
		200 copies	
		300 copies	
		500 copies	
		Additional 50 copies each above 500 copies	
2	Invitation Cards (including envelopes) 300 GSM art card with both side printing Single fold A5 size with envelop (please enclose sample)	200 no.	
		300 no.	
		500 no.	
	Invitation Cards (including envelopes) 300 GSM art card with both side printing A5 size with envelop (please enclose sample)	200 no.	
		300 no.	
		500 no.	
	Invitation Cards (including envelopes) 300 GSM art card withone side printing fold A5 size with envelop (please enclose sample)	200 no.	
		300 no.	
		500 no.	
3	Letter Head(s) Designing & Color Printing of Letter Heads on Executive Bond Paper as per approved design(s) (pad of 100 sheets each)	20 pads i.e. 2000 nos.	
		30 pads i.e. 3000 nos	
		40 pads i.e. 4000 nos	
		50 pads i.e. 5000 nos	

The rates for additional copies under each category as mentioned above will be payable on pro-rata basis.

Please Note:

1. Please note that the Financial Bid(s) is to be submitted with online process only at <https://eprocure.gov.in>. In case of any assistance in this regards please contact Shri Ravi Bhardawaj on 9953090169. 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.
3. Please note that the rates quoted shall be for the purpose of ascertaining the L-1, however, the payment shall be made on pro-rata basis for actual number of copies.
4. 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.

Signature of Authorized Person(s)

Date:
Place:

Name:
Seal:
National Highways & Infrastructure
Development Corporation Limited