



National Power Training Institute

**An ISO 9001: 2015 & ISO 14001: 2015 Organization
(Ministry of Power, Govt. of India)**

E-TENDER DOCUMENT

Empanelment of Agencies for Printing Jobs in NPTI (CO), Faridabad

Tender Enquiry No. : NPTI/CO/Purch/ET-3/Printers/17

Dated:- 12/12/2017

**NPTI Complex, Sector-33, Faridabad – 121003
Phone No. 0129-2275448
Fax No. 0129-2277412
Website: www.npti.in**

INDEX

S. No	Description	Page No.
1.	Notice Inviting E-Tender	03
2.	Instructions to Bidders	07
3.	Conditions of Contract	19
4.	Scope of Work	22
5.	Pre-qualification Bid	24
6.	Financial Bid	28

SECTION-1
NOTICE INVITING TENDER
(E-Tendering Mode Only)

NOTICE INVITING TENDER

 <p>एन पी टी आई एन सी टी आई एन सी टी आई</p>	<p>E-Tender Advt. No. Purchase/17/02 NATIONAL POWER TRAINING INSTITUTE (Ministry of Power, Govt. of India) NPTI Complex, Sector – 33, Faridabad-03 Tel. No: 0129-2275448</p>	
<p><u>E-Tender notice for Empanelment of Agencies for Printing Jobs at NPTI (CO), Faridabad</u></p>		
<p>NPTI invites Tender (only through e-tendering mode) for <u>Empanelment of Agencies for Printing Jobs at NPTI (CO), Faridabad</u>. The tender documents can be downloaded from our website: www.npti.in / www.eprocure.gov.in. The last date for submission of tender is 05.01.2018 at 15.00 Hrs.</p>		
<p>S.N. Pandey Dy. Director (Purchase)</p>		
<p>"FIFTY YEARS OF SERVICE TO THE POWER SECTOR"</p>		

E-TENDER NOTICE

NATIONAL POWER TRAINING INSTITUTE
(Ministry of Power, Govt. of India)
NPTI Complex, Sector-33, Faridabad – 121 003
Tele Fax No. 0129-2275448
Website: www.npti.in

DOMESTIC COMPETITIVE BIDDING (Through call of open E-Tenders)

1. E-Tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from bidders for Empanelment of Agencies for Printing Jobs in NPTI (CO), Faridabad as per details given in **Section-4**.
2. The bidders may download E-tender document from NPTI Website www.npti.in or <http://eprocure.gov.in> w.e.f. 12/12/2017 to 05/01/2018 (upto 15:00 Hrs.). Earnest Money Deposit of Rs.80000/- and non-refundable tender fee of Rs. 590/- (including GST@18%) in the form of a Demand draft in favour of “National Power Training Institute”, payable at Faridabad is to be paid in accordance with para-5 of instruction to bidders.
3. The bidders may submit the tenders online at <https://eprocure.gov.in/eprocure/app> in two bids system (i.e. (i) Technical Bid and (ii) Financial Bid) in the prescribed proforma. Tenders are to be submitted only online through the e-procurement portal <https://eprocure.gov.in/eprocure/app>. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted. No tender document will be accepted after the expiry of stipulated date under any circumstances whatsoever.

Name of Work	E-Tender for Empanelment of Agencies for Printing Jobs in NPTI (CO), Faridabad
Estimated Value of Work	Rs 40 Lakhs/- (per annum)
Cost of Bid Document	Rs 590/- (including GST@18%)
EMD	Rs 80000/-
Period of Contract	02 years +01 year extendable
Date of Issue of Tender Document	12/12/2017
Document Download/Sale Start Date and time	14/12/2017
Last Date & Time of receipt of Bid	05/01/2018 at 15.00 hrs (E-tendering Mode Only)
Date & Time of Opening of Bid	09/01/2018 at 15.00 hrs

Date & time for opening of Financial Bid	To be intimated later
Address for Communication	Dy. Director (Purchase), NPTI (CO), Faridabad

Note:

4. The technical bid will be opened online on above date by a Tender Opening Committee of this office. At the first instance the technical bids shall be evaluated by the Tender Evaluation Committee (TEC) constituted by the competent authority. The financial bids of technically compliant bidders will be opened for which the date and time will be intimated in due course. The Tender Evaluation Committee (TEC), after the evaluation of the Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the Member of the TEC.
5. This tender is covered under Integrity Pact Programme of Govt. of India and prospective bidders are required to sign the Integrity Pact document and submit the same to NPTI along with the bid.
6. NPTI reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Documents, without assigning any reason, thereof.
7. NPTI reserves the right to accept or reject any or all the tenders without assigning any reason.

(S.N. Pandey)
Dy. Director (Purchase)
National Power Training Institute (CO)
Sector- 33, Faridabad
Haryana-121003

SECTION-2
INSTRUCTION TO BIDDERS

INSTRUCTION TO BIDDERS

- 1.0** National Power Training Institute (NPTI) is an autonomous institute under Ministry of Power, Govt. of India, and is National Apex Body for training in Power Sector for the past five decades. NPTI invites 'Sealed Bids' for Empanelment of Agencies for Printing Jobs in NPTI (CO), Sector-33, Faridabad.
- 2.0** The Tender form/bid documents may be downloaded from the website: <http://eprocure.gov.in/eprocure/app> online submission of Bids through Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) is mandatory. **Manual/Offline bids shall not be accepted under any circumstances.**
- 3.0** Tenderers/bidders are requested to visit the website <http://eprocure.gov.in/eprocure/app> regularly. Any changes /modifications in tender enquiry will be intimated by corrigendum through this website only.
- 4.0** In case, any holiday is declared by the Government on the date of opening, the tenders will be opened on the next working day at the same time. NPTI reserves the right to accept or reject any or all the tenders.
- 5.0** The estimated cost is Rs. 4000000/- (Rupees Forty lakhs only). The Earnest Money Deposit (EMD) of Rs. 80000/- (Rupees Eighty thousand only) and a non-refundable tender fee of Rs 590/- (Rupees Five hundred Ninety only) (including GST@18%) in the form of Account Payee Demand Draft/Bankers Cheque in favour of "National Power Training Institute", payable at Faridabad between **12/12/2017 to 05/01/2018 upto 15.00 Hrs.** Bids received for which EMD and tender fee is not submitted by **15.00 Hrs on 05/01/2018** will be summarily rejected. The technical bid should be submitted online in proforma given in Annexure-I and the financial bid should be submitted online in proforma as given in Annexure-II.
- 6.0** Bidders may not come at NPTI (CO), Faridabad for technical as well as financial bid opening however they can view live bid opening on CPPP e-Procurement Portal at their remote end. If bidder wants to join bid opening event at NPTI (CO), Faridabad they have to come with bid acknowledgement slip generated after successful submission of online bid.
- 7.0** Aspiring Bidders who have not enrolled/registered in e-procurement should enrol/ register before participating in the tender through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.

- 8.0** Tender shall be accepted under Two Bid System. The interested bidders may submit the tenders online at <http://eprocure.gov.in/eprocure/app> in two bids systems (i.e. (i) Technical Bid and (ii) Financial Bid) in the prescribed proforma. Tenders are to be submitted only online through the e-procurement portal <https://eprocure.gov.in/eprocure/app>. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender Documents. Tender sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.
- 9.0** Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-procurement/e-tender portal is a prerequisite for e-tendering. The Bidders are required to submit the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>. The detail procedure for submission of e-bid is available <http://eprocure.gov.in/eprocure/app>.
- 10.0** Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 11.0** After downloading / getting the tender document/schedules, the bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 12.0** In case of any query, clarifications thereto may be obtained online through the tender site, or through the contact details, Bidder should take into account the corrigendum published before submitting the bids online.
- 13.0** It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 14.0** Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar/xip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted. Bidders Bid documents may be scanned with 100 dpi with black and white option. However if the file size is less than 1MB the transaction uploading time will be very fast.

- 15.0** Any clarifications issued through corrigendum shall form the part of this NIT. This may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 16.0** The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 17.0** For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. For any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to cppp-nic@nic.in.
- 18.0** The bidder may visit the proposed site and inspect the relevant documents before filling in and submitting the tender to get fully acquainted with the scope of work.
- 19.0** No interest shall be payable by NPTI on EMD
- 20.0** EMDs of all the bidders shall be returned after finalization of contract. NPTI reserves the right, without prejudice to any other remedies, to reject the bid forthwith if the bidder has engaged in corrupt or fraudulent practices or is found to have misrepresented the facts or has provided false information/documentation.
- 21.0** Time is the essence of the contract and bidder shall complete all the activities within the time prescribed, failing which NPTI reserves the right to terminate the contract.
- 22.0** NPTI reserves the right to accept/reject any or all the offers/bids without assigning any reason thereof.
- 23.0** Bids shall be valid for acceptance for a period of 180 days from the date of opening.
- 24.0** The Bidder should carefully read and understand before filling in and submitting the bid. No claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required

25.0 SERVICE CHARGES

- 25.1 Bidders shall quote the SERVICE CHARGES in the format given at **Section-6**. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.
- 25.2 All statutory duties may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall cause forfeiture of the EMD.

26.0 TERMS OF PAYMENT

100% payment shall be released after successful completion of the work. Bill is to be submitted by the contractor to Principal Director (Purchase) at Corporate Office Faridabad, after successful completion of the work. The payment will be released by Corporate Office, Faridabad within one month of submission of bill and TDS will be deducted as per rule.

27.0 CONTRACT PERFORMANCE GUARANTEE

The successful bidder shall furnish a performance guarantee for an amount of **Rs. 400000/- (Rs Four Lakhs only)** within 15 calendar days from the date of acceptance of the bid and should be initially valid till two years and 3 months from the date of letter of awards (LoA) in due fulfillment of contract. The format for submission of BG is attached at **Appendix-1B**.

28.0 AWARD OF CONTRACT

- 28.1 The bids will be first evaluated on the parameters indicated in QR. Financial bids of such bidders who meet the qualifying requirements shall be opened. NPTI proposes to empanel three agencies. The Letter of Award shall be issued to technically and commercially responsive lowest evaluated bidder. The sum total of all items shall be calculated and the bidders will be arranged in the order of the ascending rates on the basis of sum total of all items. Lowest rate for each item shall be determined on the basis of lowest rates quoted by all qualified bidders. Thereafter the first 03 bidders shall be asked to match the lowest rate of each item. Any intermediate bidder who does not agree to the lowest rate of each item shall not be considered and chance will be offered to the next bidder in sequence.
- 28.2 The contract will be awarded for a period of 02 (Two) years extendable for another one year based on the satisfactory performance of the firm and on acceptance of same terms and conditions.

SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING

General:

These Special Instructions (for e-Tendering) supplement 'General Instructions to Bidders' (GIB), as given in Section-2 of the Tender Documents. Submission of Bids only through online process is mandatory for this Tender.

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, NPTI has decided to use the (<http://www.eprocure.gov.in>) through NIC's (National Informatics Centre) Central Public Procurement Portal, Ministry of Communications, Government of India. Benefits to Suppliers are outlined on the Home-page of the E-portal.

Instructions:

1. Tender Bidding Methodology:

Sealed Bid System 'single Stage – 2 e-Envelopes'.

In case of two e-Envelope system Financial & Techno-commercial bids shall be submitted by the bidder at the same time.

2. Broad outline of activities from Bidders prospective:

- a) Procure a Digital Signing Certificate (DSC)
- b) Register on NIC's (National Informatics Centre) Central Public Procurement Portal(CPPP)
- c) Create Users and assign roles on CPPP
- d) View Notice Inviting Tender (NIT) on CPPP
- e) Download Official Copy of Tender Documents from CPPP
- f) Clarification to Tender Documents on CPPP Query to NPTI (Optional) View response to queries posted by NPTI, as addenda.
- g) Bid-Submission on CPPP: Prepare & arrange all document/paper for submission of bid online and offline.
- h) Attend Public Online Tender Opening Event (POTOE) on CPPP Opening of Techno-commercial Part.
- i) View Post-TOE Clarification posted by NPTI on CPPP (Optional) Respond to NPTI Post-TOE queries.
- j) Attend Public Online Tender Opening Event (TOE) on ETS Opening of Financial-Part(Only for Technical Responsive Bidders)
- k) Participate in e-Reverse Auction on CPPP (Not applicable in this Tender).
- l) Submission of offline documents in sealed envelope at NPTI (CO), Faridabad.
- m) Please ensure that the total size of the scanned documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi or 100 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.

- n) Utmost care may be taken to name the files/documents to be uploaded on CPPP. There should be no special character or space in the name of file. Only underscores are allowed. The illustrative examples are given below:-

File name	Allowed or not allowed in CPPP	Reason for Allowed/Not allowed
QA Certificate	Not allowed	Space in between words/characters not allowed
QA Certificate(1)	Not allowed	Special characters not allowed
QA Certificate	Allowed	Underscore allowed between words /characters
QA Certificate	Allowed	Upper & lower cases allowed

- o) It is advised that all the documents to be submitted (See Clause 5 below) are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. BOQ Section -VII (Excel Format) may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer. The names & total size of documents (**Preferably below 50 MB**) may be checked.

For participating in this tender online, the following instructions need to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the CPPP.

3. Digital Certificates:

For integrity of data and its authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in> for more details].

4. Registration:

To use the NIC's Central Public Procurement Portal (<http://www.eprocure.gov.in>). Vendor needs to register on the portal. The vendor should visit the home-page of the portal (www.eprocure.gov.in) and to the e-procure link then select Bidders Manual Kit.

Note: Please contact NIC Helpdesk (as given below), to get your registration accepted/activated.

NIC Help Desk No.:

Telephone No. 1800 233 7315

Email ID: cppp-nic@nic.in (Please mark cc: support-nic@ncode.in)

NPTI Contact, for Faridabad:

S.N. Pandey

Dy. Director (Purchase)

NATIONAL POWER TRAINING INSTITUTE

NPTI Complex, Sector –33, Faridabad – 121 003

INDIA Telefax: 0129-2275448

5. Bid related Information for this Tender (Sealed Bid)

The entire bid-submission would be online on CPPP. Broad outline of submissions area follows:

- a) Submission of Bid Security/Earnest Money Deposit (EMD)
- b) Submission of digitally signed copy of Technical Bid & Financial Bid (Excel Sheets).
- c) Tender Documents/Addendum/Addenda
- d) Two Envelopes
 - Techno-commercial-Part
 - Financial-Part

Each of the above electronic envelopes consists of Main bid and Electronic form (both mandatory) and bid Annexure (Optional).

NOTE: Bidder must ensure that after following above the status of bid submission must become – “Complete”.

Bidders must ensure that all documents uploaded on e-tender portal as files or zipped folders, **contain valid files and are not corrupt or damaged due to any processing at bidder PC system like zipping etc. It shall be the responsibility of bidder himself for proper extractability of uploaded zipped files.**

Any error/virus creeping into files/folder from client end PC system cannot be monitored by e-tender software/server and will be bidder’s responsibility only.

In case the files are non-extractable or illegible otherwise, then the bidder’s authorized representative shall be given one chance by Tender Opening Committee to open & demonstrate the contents of bid data downloaded from the e-tender portal in his presence.

If, even after above chance, the bidder is unable to open & demonstrate the contents of bid data downloaded from the e-tender portal in his presence then no fresh bid in any form, soft or hard copies, shall be accepted by tendering authority and his bid shall be summarily rejected and treated as non-responsive.

6. Offline Submissions:

The bidder is requested to submit the following documents offline to NPTI (CO), Faridabad, on or before **05/01/2018 Hrs on 15.00 Hrs** in a Sealed Envelope:

- a. DD for EMD in accordance with Clause 2 of NIT.

- b. DD for Cost of Tender Document in accordance with Clause 2 of NIT.

The sealed envelope shall be super scribed as:

"E-Tender for Empanelment of Agencies for Printing Jobs in NPTI (CO), Faridabad"

Note: 1. The Bidder has to upload the Scanned copy of all above mentioned original documents during Online Bid-Submission.

Note: 2. Special Note on Security of Bids: Security related functionality has been rigorously implemented in CPPP in a multi-dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Security related aspects as regard Bid Submission are outlined below:

As part of the Electronic Encrypter™ functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a Pass-Phrase created by the Bidder himself. Unlike a 'password', a Pass-Phrase can be a multi-word sentence with spaces between words (e.g. I love this World). A Pass-Phrase is easier to remember, and more difficult to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in CPPP is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officers who will open the bid. Else Tender Opening Officer may authorize the bidder to open his bid himself. There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

7. Public Online Tender Opening Event (TOE)

CPPP offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) dully authorized are requested to carry a Laptop and Wireless Connectivity to Internet.

Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on CPPP. As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The work of taking notes during a manual 'Tender Opening Event' is therefore

replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'.

CPPP has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders in electronic forms. A detailed Technical and/or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens.

CPPP has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'. There are many more facilities and features on CPPP. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

NOTE: In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event, during e-auction, it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement/ e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of NPTI by the bidders in time, then NPTI will promptly re-schedule the affected event(s).

8. Other Instructions:-

For further instructions, the vendor should visit the home-page of the portal (www.eprocure.gov.in), click on e-procure and go to the Bidders Manual Kit. The compatible support software (PDF Converter, Java, etc) for online bid submission may be downloaded from CPP Portal.

The help information provided through '**CPPP User-Guidance Centre**' is available in three categories –

Users intending to Register/First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of CPPP.

The following 'Four Key Instructions' for BIDDERS must be assiduously adhered to -

- a. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender Submission deadline on **CPPP**.
- b. Register your organization on **CPPP** well in advance of your first tender submission deadline on **CPPP**.

- c. Get your organization's concerned executives trained on **CPPP** using online training module well in advance of your tender submission deadline on **CPPP**.
- d. Submit your bids well in advance of tender submission deadline on **CPPP** (DOT should not be responsible any problem arising out of internet connectivity issues).

Note: While the first three instructions mentioned above are especially relevant to first-time users of the **CPP-Portal**, the fourth instruction is relevant at all times.

9. Minimum Requirements at Bidders end

Computer System with good configuration (Minimum P-IV, 1GB RAM, Windows XP) 2Mbps of Broadband connectivity with UPS. Microsoft Internet Explorer 6.0 or above Digital Certificate(s) for users.

10.PRICE SCHEDULE/BOQ:

Utmost care may kindly be taken to upload price schedule / BOQ. Any change in the format of price Schedule/BOQ file shall render it unfit for bidding. Following steps may be followed: -

1. Download price schedule/BOQ in XLS format.
2. Fill rates in down loaded price schedule/BOQ as specified in XLS format only. Please enter only bidder name and rates in figures.
3. BOQ file is password protected XLS file. Don't unprotect the file. Price has to be filled in the same file and the same has to be uploaded.
4. Save filled copy of downloaded Consolidated sheet/BOQ, price schedule/BOQ file, in your computer and remember its name & location for uploading correct file (duly filled in) when required.

29.0 QUALIFYING REQUIREMENTS FOR BIDDERS

Sr. No	Description	Documents to be attached
1.	The Agency should have Income Tax PAN No.	Attach copy of PAN card
2.	The Agency should have GST No.	Attach copy of Registration certificate
3.	The bidder should have been in operation for a period of at least 03 years.	Attach copy of Incorporation Certificate /copy of the partnership deed /instrument of Partnership /Registration.
4.	The bidder should have at least three years experience in providing similar works/services in PSUs /Govt. Deptt. / Large Corporates with an average order value of Rs. 16 lakhs during last 03 financial years.	Attach copy of Work Order and Bill / Completion Certificate and provide details.

ADDRESS FOR SUBMISSION OF BID;

S.N. Pandey
Dy. Director (Purchase)
NATIONAL POWER TRAINING INSTITUTE
NPTI Complex, Sector –33, Faridabad – 121 003
INDIA Telefax: 0129-2275448

SECTION-3
CONDITIONS OF CONTRACT

CONDITIONS OF CONTRACT

1.0 EVALUATION OF BIDS

1.1 National Power Training Institute will determine the substantial responsiveness of each bid with reference to bid terms and conditions. For this purpose a substantially responsive bid is one, which conforms to all the terms and conditions of the bid documents without material deviations.

1.2 NPTI's determination of bidder's responsiveness will be on the basis of contents of the bid itself without recourse to extrinsic evidence. If a bid is not substantially responsive, it would be liable to be rejected and may not substantially be made responsive by the bidder by correction of the non-conformity. All decisions by NPTI on the evaluation of bids will be final and binding on the Bidders and is not subject to any scrutiny.

2.0 LIQUIDATED DAMAGES

In the event of delay (attributable to the supplier) in supply of printed material beyond stipulated period of delivery, the printer shall be liable to pay penalty at the rate of 1% per week with maximum of 5 % of the total value of order of the particular job assigned.

3.0 DEDUCTIONS FOR EXCEPTIONS

The deductions shall be made for the following jobs, if missed as exception. Such exceptions will duly be conveyed to the printer by NPTI in writing:

- | | |
|--|----|
| i) Not properly carrying out the jobs as per proof given. | 1% |
| ii) Not properly carrying out the job in clarity of printing | 1% |
| iii) Not properly carrying out the job in clarity in photo | 1% |

4.0 RATES AND PRICES

4.1 Bidders should quote the rates in the format given at Section-6. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.

4.2 The rates have to be quoted both in figure and in words, in case if there is any ambiguity the rate in words will be considered.

4.3 The rates quoted shall be full and final and shall be valid for a contract period of two years initially and for extended period if any.

- 4.4** All statutory duties and taxes (including excise and customs) VAT and other may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.
- 4.5** No additional freight or any other charges, etc. would be payable.
- 4.6** The agency has to provide soft copy in Word format, PDF format and Corel Draw format of the material after printing to NPTI.
- 4.7** Wastage, cutting etc. if any will be taken care of by the Printer and NPTI shall not pay any amount in this regard.

SECTION-4
SCOPE OF WORK

1.0 SCOPE OF WORK

The scope of work includes the following:

1. Composing by laser type setting
2. Page Making and Laser Print Out
3. Designing with coloured Print Out
4. Processing of Negative/Positive
5. Plate Making
6. Scanning
7. Binding
8. Printing of Books
9. Printing of Manuals
10. Printing of Envelops
11. Photocopy
12. Typing Work
13. Printing of Letter Heads
14. Printing of Brochure
15. Printing of Green Sheets

SECTION-5
PRE-QUALIFICATION BID
(CONTENTS OF ENVELOPE - 1)

GENERAL PARTICULARS/ DETAILS OF THE FIRM

Sr. No.	Particulars	Details to be filled up by the Bidder
1.	Name of Agency	
2.	Type - Individual/Partnership/ Public limited / Pvt. Ltd (Please enclose copy of Memorandum/Articles of Association/ Registration with Govt. Department):	
3.	Name of contact person of the Agency	
4.	Designation of the contact person of the Agency	
5.	Contact details of contact person of the Agency	
	(i). Mobile Number	
	(ii). Landline Number	
	(iii). Fax Number	
	(iv). Email Address	
6.	Details of EMD / BG	
	i) DD / BG No.	
	ii) Amount in Rs.	
	iii) Name of the issuing Bank	
7.	Details of Cost of Bid Document	
	i) DD / Cash receipt No.	
	ii) Amount in Rs.	
	iii) Name of the issuing Bank (in case of DD)	

Signature with stamp _____

Date _____

Full Name _____

Address _____

QUALIFYING REQUIREMENTS

S. No.	Particulars	Enclose the necessary documents as proof, also specify item no./ pg. no. of technical bid where attached
1.	The Agency should have Income Tax PAN No.	PAN No _____ (Copy of certificate attached Yes/No)
2.	The Agency should have GST No.	GST No. _____ (Copy of certificate attached Yes/No)
3.	The bidder should have been in operation for a period of at least 03 years.	Attach copy of Incorporation Certificate /copy of the partnership deed /instrument of Partnership /Registration.
4.	The bidder should have at least three years experience in providing similar works/services in PSUs /Govt. Deptt. / Large Corporates with an average order value of Rs. 16 lakhs during last 03 financial years.	Attach copy of Work Order and Bill / Completion Certificate and provide details.

Signature with stamp _____

Date _____

Full Name _____

Address _____

Experience of similar nature work in the field during last three Financial years

Sr. No.	Name of work	Name of the client	Cost (in Rs.) Lakh	Date of commencement	Date of completion	Remarks

Signature with stamp _____

Date _____

Full Name _____

Address _____

SECTION-6

**FINANCIAL BID
(Contents of Envelope -2)**

PRINTING JOB - FINANCIAL BID

1. Cost of Paper (500 Sheets)

Cost of Paper (500 Sheets)	(In Words)	(In Figure)
a) Indian Art Paper (90 GSM)		
A4		
A3		
Size 9.5"x7.25"		
b) Imported Art Paper		
i) 170 GSM		
A4		
A3		
Size 9.5"x7.25"		
ii) 130 GSM		
A4		
A3		
Size 9.5"x7.25"		
iii) 100 GSM		
A4		
A3		
Size 9.5"x7.25"		
iv) 90 GSM		

A4		
A3		
Size 9.5"x7.25"		
c) Sunshine Super Print		
i) 120 GSM		
A4		
A3		
Size 9.5"x7.25"		
ii) 95 GSM		
A4		
A3		
Size 9.5"x7.25"		
iii) 90 GSM		
A4		
A3		
Size 9.5"x7.25"		
iv) 80 GSM		
A4		

v)	A3			
	Size 9.5"x7.25"			
	70 GSM			
	A4			
	A3			
	Size 9.5"x7.25"			
	vi)	60 GSM		
	A4			
	A3			
	Size 9.5"x7.25"			
d) Maplitho				
i)	95 GSM			
	A4			
	A3			
	Size 9.5"x7.25"			
ii)	90 GSM			
	A4			
	A3			
	Size 9.5"x7.25"			
iii)	80 GSM			

iv)	A4		
	A3		
	Size 9.5"x7.25"		
	70 GSM		
	A4		
	A3		
	Size 9.5"x7.25"		
	60 GSM		
	A4		
	A3		
	Size 9.5"x7.25"		
	e) Sinar Mass (Gloss/Matt)		
i)	170 GSM		
	A4		
	A3		
ii)	Size 9.5"x7.25"		
	135 GSM		
	A4		
	A3		
iii)	Size 9.5"x7.25"		
	100 GSM		

iv)	A4		
	A3		
	Size 9.5"x7.25"		
	90 GSM		
	A4		
	A3		
	Size 9.5"x7.25"		

2. Cost of Art Cards (per sheet)

Cost of Art Card (per Sheets)	(In Words)	(In Figure)
a) Imported Art Card		
i) 300 GSM		
A4		
A3		
Size 9.5"x7.25"		
ii) 250 GSM		
A4		
A3		
Size 9.5"x7.25"		
iii) 225 GSM		
A4		
A3		
Size 9.5"x7.25"		

b) Imported Art Card		
	i) 300 GSM	
	A4	
	A3	
	Size 9.5"x7.25"	
	ii) 250 GSM	
	A4	
	A3	
	Size 9.5"x7.25"	
	iii) 225 GSM	
	A4	
	A3	
Size 9.5"x7.25"		
c) Indian Art Card		
	i) 300 GSM	
	A4	
	A3	
	Size 9.5"x7.25"	
	ii) 250 GSM	
	A4	
	A3	

Size 9.5"x7.25"		
iii) 225 GSM		
A4		
A3		
Size 9.5"x7.25"		

Note: - *The bidders should quote the cost of furnished printed Art Card size. The above sizes are of printed book/manual/posters/brochure etc. and margins for cutting/finishing are extra, which bidders should estimate and include in their prices accordingly.

3. Separator

Separator	(In Words)	(In Figure)
a) Butter Paper (100 GSM) A4 Size 9.5"x7.25"		
b) Coloured Maplitho i) 80 GSM A4 Size 9.5"x7.25" ii) 70 GSM A4 Size 9.5"x7.25"		

c) Pastel Paper i) 80 GSM A4 Size 9.5"x7.25" ii) 70 GSM A4 Size 9.5"x7.25"		
d) Transparency Sheet i) 100 micron A4 Size 9.5"x7.25" ii) 175 micron A4 Size 9.5"x7.25"		

4. Composing, Paper Making, Designing

Composing, Paper Making, Designing	(In Words)	(In Figure)
a. Composing by laser type setting including Page making in English (A-4 Size page)		
b. Composing by laser type setting including Page making in Hindi (A-4 Size page)		

c. Composing by laser type setting including Page making in Bilingual (A-4 Size page)		
d. Page making and laser print out only (Soft copy of composed material will be provided)		
e. Designing with coloured print out per page (A-4 Size)		
f. Composing by laser type setting including Page making in English (A-3 Size page)		
g. Composing by laser type setting including Page making in Hindi (A-3 Size page)		
h. Designing with coloured print out per page (A-3 Size)		
i. Composing by laser type setting including Page making in English (Size 9.5"x7.25")		
j. Composing by laser type setting including Page making in Hindi (Size 9.5"x7.25")		
k. Composing by laser type setting including Page making in Bilingual (Size 9.5"x7.25")		
l. Page making and laser print out only (Soft copy of composed material will be provided)		
m. Designing with coloured print out per page (Size 9.5"x7.25")		

5. Processing Charges (per sq. cm.)

Processing Charges (per sq. cm.)	(In Words)	(In Figure)
a) Single Colour (Negative)		
b) Single Colour (positive)		
c) Double Colour (positive)		
d) Four Colour (positive)		

6. Inputting / scanning charges of 4 colours photograph

Inputting / scanning charges of 4 colours photograph	(In Words)	(In Figure)
By Drum Scanner		
a) Minimum size (P.C.)		
b) Per Sq. Cm.		

7. Outputting per Sq. cm. In

Outputting per Sq. cm. In	(In Words)	(In Figure)
a) Single Colour		
b) Double Colour		
c) Four Colour		

8. Plate Making (Each set of 4 no. A-4 Size pages)

Plate Making (Each set of 4 no. A-4 Size pages)	(In Words)	(In Figure)
a) WICON Plate		
b) P.S. Plate		

9. Printing Charges

Printing Charges	(In Words)	(In Figure)
a) B/W WICON Plate (per plate per 1000 impressions)		
b) P.S. Plate (per colour per 1000 impressions)		

10. Digital Printing per Page (130 GSM)

Digital Printing per Page (130 GSM)	(In Words)	(In Figure)
A4		
Size 9.5"x7.25"		

11. Binding Charges

Binding Charges	(In Words)	(In Figure)
a) Ordinary/Normal Binding		
i) Below 50 pages (each book)		
ii) Up to 100 pages (each book)		
iii) Up to 200 pages (each book)		
iv) Up to 300 pages (each book)		
v) Up to 500 pages (each book)		
b) Perfect Binding		
i) Below 50 pages (each book)		
ii) Up to 100 pages (each book)		
iii) Up to 200 pages (each book)		
iv) Up to 300 pages (each book)		
v) Up to 500 pages (each book)		
c) Hard Bound Binding		
i) Below 50 pages (each book)		
ii) Up to 100 pages (each book)		
iii) Up to 200 pages (each book)		

iv) Up to 300 pages (each book)		
v) Up to 500 pages (each book)		
d) Spiral Binding		
i) Below 50 pages (each book)		
ii) Up to 100 pages (each book)		
iii) Up to 200 pages (each book)		
iv) Up to 300 pages (each book)		
v) Up to 500 pages (each book)		
e) Spico/Wiro Binding		
i) Below 50 pages (each book)		
ii) Up to 100 pages (each book)		
iii) Up to 200 pages (each book)		
iv) Up to 300 pages (each book)		
v) Up to 500 pages (each book)		

12. Screen Printing

Screen Printing	(In Words)	(In Figure)
i) Letter head on executive bond paper (80 GSM) A-4 Size – per 100 sheets in Two Colour		
ii) Letter head on executive bond paper (80 GSM) A-4 Size – per 100 sheets in Four Colour		
iii) Visiting Cards (bilingual printing (both sides) with 2-colour logo-per 100 cards)		

13. Supply and Printing of Envelopes

Supply and Printing of Envelopes	(In Words)	(In Figure)
a) Closed envelopes of size 10" x 4 & ½" white Maplitho paper per 1000		
b) Closed envelopes of size 10" x 12" white Screened Printed in 2- colours – per 100		
c) Closed envelopes of size 10" x 12" brown Craft paper 100 GSM per 100 Screen printed in Single Colour		
d) Closed envelopes of size 10" x 8" brown Craft paper 100 GSM per 100 Screen printed in Single Colour		

14. Photo Copy Facility A4

Photo Copy Facility A4 (including Century/J K/BILT (Power) Sparkle/Hindustan Paper/Equivalent)	(In Words)	(In Figure)
a) White Paper		
Black & White Photo Copy Single Side		
Black & White Photo Copy Both side		
Colour Photo Copy single side		
Colour Photo Copy both side		
b) Colour Paper		
Black & White Photo Copy Single Side		
Black & White Photo Copy Both Side		
Colour Photo Copy single side		
Colour Photo Copy Both side		

15. Typing work A4

Typing work A4 (Single Spacing, Character size – 12.0” Left Margin – 1.5” Right Margin – 1” Top Margin – 1” Bottom Margin – 1”	(In Words)	(In Figure)
a) English		
b) Hindi		
c) Bilingual		

16. General

General	(In Words)	(In Figure)
i) Lamination per 100 Sq. Cm. (Gloss/Matt)		
ii) Thermal Lamination 100 Sq. Cm (Gloss/Matt)		

Signature with stamp _____

Date _____

Full Name _____

Address _____

TENDER ACCEPTANCE LETTER
(To be given on Company letter head)

To,
Dy. Director (Purchase)
NPTI, Corporate Office
Sector – 33, Faridabad
Haryana.

Subject: Acceptance of Terms and Conditions of tender –reg.

Tender reference No: _____

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the abovementioned tender/work from the website(s) namely:

As per your advertisement, given in the above mentioned website(s)

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No _____ to _____ (including all documents like annexure(s), schedule(s), etc which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance of tender.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Firm has not been blacklisted /debarred by any Govt/Department /Public sector undertaking.
6. I/we certify that all information furnished by our firm is true and correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder with official seal)

PROFORMA FORMAT FOR CONTRACT PERFORMANCE GUARANTEE

Ref. No. _____

Dated: _____

Bank Guarantee No. _____

To,

National Power Training Institute
NPTI Complex, Sector-33
Faridabad – 121003, Haryana, India
Tel: 0129-2255213, 2275475, Telefax: 0129-2277412

Dear Sirs,

1. In consideration of National Power Training Institute with its Registered Office at NPTI Complex, Sector 33, Faridabad – 121003, (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assignees) having entered into a contract
No.

_____ dated _____ (hereinafter called the Contract" which expression shall include all the amendments thereto) with M/s _____ having its registered /head office at _____ (hereinafter referred to as the 'Contractor') which expression shall, unless repugnant to the context or meaning hereof include all its successors, administrators, executors and assignees) and NPTI having agreed that the Contractor shall furnish to NPTI a performance guarantee for Indian Rupees for the faithful performance of the entire contract.

2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the Bank" , which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any/all moneys to the extent of Indian Rs./ (in words) _____ without any demur, reservation, contest or protest and/or protest and/or without any reference to the Contractor. Any such demand made by NPTI on the bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal and shall continue to be enforceable until it is discharged by NPTI in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.
3. The Bank also agrees that NPTI at its option shall be entitled to enforce this Guarantee against the bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that NPTI may have in relation to the Contractor's liabilities.
4. The Bank further agrees that NPTI shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time for performance by the said Contractor(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in NPTI against the said Contractor(s) and to forbear or enforce any of the terms and condition relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of NPTI or any indulgence by NPTI to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of NPTI under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till NPTI discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of NPTI or that of the Contractor.
7. The bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and constructed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.
9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs./(in figures) _____ (Indian Rupees/ in Words) _____ I and our guarantee shall remain in force until _____ (indicate the date of expiry or bank guarantee, any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of NPTI under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of NPTI under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this _____ day of _____ 2018 at _____

WITNESS NO 1

 (Signature)
 Full name and official
 Address (in legible letters)

 (Signature)
 Full name, designation
 Address (in legible letters) with

WITNESS NO. 2

 (Signature)
 Full name and official
 Address (in legible letters)

Attorney as per Power of
 Attorney No _____
 Dated _____