



National Power Training Institute
An ISO 9001 : 2000 & ISO 14001 : 2004 Organisation
(Ministry of Power, Government of India)

TENDER DOCUMENTS

CONTRACT FOR PRINTING JOBS
IN
NPTI COMPLEX, SECTOR-33, FARIDABAD

NPTI Complex, Sector-33, Faridabad – 121 003
Phone No. 0129-2275308, 2275309, 2272210
Fax No. 0129-2277412, 2272210
Website: www.npti.in

Cost of Tender : Rs. 500/- (non refundable)

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Invitation of Bid

NATIONAL POWER TRAINING INSTITUTE
(Ministry of Power, Govt. of India)
An ISO 9001 & ISO 14001 Organizations
NPTI Complex, Sector-33,
Faridabad – 121003, Haryana
Tel: 0129-2255213, 2275475
Telefax: 0129-2277412

Tender No: NPTI/CO/Printing Job Tender/2011

To

INVITATION FOR PRINTING JOB

National Power Training Institute (NPTI) intends to invite Tender for printing Job from interested Printers, having minimum pre-qualifications criteria / experience in Printing.

For eligibility, selection criteria and scope of work, interested printers may visit our website <http://www.npti.in> / www.tenders.gov.in

The tender documents can be obtained from Accounts Section, NPTI (CO), at Institute Building NPTI, Corporate Office, Faridabad – 121 003 from 16.05.2011 to 31.05.2011 on working days on payment of Rs.500/- towards the cost of bid documents, payable through demand draft/Banker Cheque / o r by cash deposited to Accounts Section.

The tender documents can be downloaded from NPTI's website www.npti.in / www.tenders.gov.in and in such case, the bidder should enclosed Demand Draft / Banker cheque amounting to Rs.500/- (Rs. Five hundred only) towards cost of bid documents and submitted the same along with EMD in the envelope subscribed as "pre Qualification Bid"

The bids shall be received in our office upto **14.00 hrs** on 01.06.2011 and same shall be opened at **15.30 hrs** on the same day in presence of the bidders or their representatives, who choose to remain present.

The Demand Draft / Banker cheque to be drawn in favour National Power Training Institute, payable at Faridabad

Director (Tech /Project)

**NATIONAL POWER TRAINING INSTITUTE
NPTI Complex, Sector –33
Faridabad – 121 003, Haryana
Website: www.npti.in**

SECTION – 1

Letter of Invitation

NPTI/CO/Printing Job Tender/2011

Dated : 12/05/11

**SECTION-1
LETTER OF INVITATION**

To,

**Subject: CONTRACT FOR PRINTING JOBS IN NPTI COMPLEX, SECTOR-33,
FARIDABAD**

Dear Sir,

1. National Power Training Institute, (hereinafter called "NPTI"), is a National Apex Body of the Govt. of India, Ministry of Power invites tender for "printing jobs". More details on the tenders are provided in the Tender Reference Document.

2. The RFP includes the following documents:

- Section 1 – Letter of Invitation
- Section 2 – Notice Inviting Tender
- Section 3 – Instruction to bidders
- Section 4 – Pre qualification bid
- Section 5 – Financial bid
- Section 6 – Standard Forms

3. The bids shall be received in NPTI, Faridabad office upto 14.00 hrs of 01/06/11 and shall be opened on the same day at 15.30 hrs

Thanking you,

Yours faithfully,

Director (Project)
NATIONAL POWER TRAINING INSTITUTE
NPTI Complex, Sector – 33,
Faridabad, Haryana-121003
Website: www.npti.in

Encl:As above

SECTION – 2

Notice Inviting Tender

NATIONAL POWER TRAINING INSTITUTE

(Under Ministry of Power, Govt. of India)
 NPTI Complex, Sector-33, Faridabad – 121 003
 Phone No. 0129-2275308, 2275309, 2272210
 Fax No. 0129-2277412, 2272210
 Website : www.npti.in

SECTION - 2

DOMESTIC COMPETITIVE BIDDING (Through call of open Tenders)

NPTI/CO/Printing Job Tender/2011

Dated : 12/05/2011

Name of Work	Contract for Printing job at NPTI (CO), Sector – 33, Faridabad
Value of the work	Rs 10,00,000/-
EMD	Rs. 25,000/-
Period of contract of Printing Job	From 01/07/2011 to 31/06/2013 (2 years)
Period of sale of bidding Document	From 16 /05/2011 to 31/05/2011
Last Date & Time for receipt of Bid	01/06/2011 at 14:00 Hrs
Time and Date of Opening of Bid	01/06/2011 at 15:30 Hrs
Place of Opening of Bid	Board Room in Institute Building, NPTI, Faridabad
Officers from whom the tender documents can be obtained.	Accounts Section, NPTI, Faridabad
With whom the tender documents can be submitted.	Bids shall be sent to Director (Technical/Project) NPTI (CO), Faridabad or may be dropped in the Tender Box kept in Project Section within due date and time
Cost of Tender	Rs. 500/- (non refundable)
Tenders addressed to	The Director(Technical/Project), NPTI, Sector – 33, Faridabad

SECTION – 3

Instruction to Bidders



National Power Training Institute
(Ministry of Power, Govt. of India)
An ISO 9001:2000 & 14001 Organization
Sector-33, Faridabad – 121003 (HR)
Tel: 0129-2272210,2272060 Fax:0129-2272210
Website : www.npti.in

SECTION – 3

INSTRUCTION TO BIDDERS FOR PRINTING JOB

TENDER DOCUMENT

1. National Power Training Institute, Ministry of Power, invites '**Sealed Bids**' for Printing job from reputed agencies fulfilling the criteria laid down in Techno-Commercial/pre- qualification bid format at Section - 4. The format for Financial Bid at Section – 5. The contract period will initially be for a period of two years extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another one year.
2. The bids are to be sent in two parts – one sealed enveloped superscribed as '**Pre-Qualification Bid**' giving details in the format as per Section - 4, and second envelope superscribed as '**Financial Bid**' in the format at Section - 5. The two sealed envelopes as above will be placed in another sealed envelope superscribed as 'BID FOR PRINTING JOB' AND 'NOT TO BE OPENED BEFORE 01/06/2011'. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to :-

Director (Tech.& Proj),
National Power Training Institute,
NPTI Complex, Sector-33,
Faridabad – 121 003 (HR)

OR

The bids to be dropped in Tender Box kept in Project Section within due date and time.

3. The sealed bids will be received by NPTI up to 14.00 hrs of 01/06/2011. Any bid received after the prescribed deadline shall not be considered irrespective of rates. The Pre-Qualification bids will be opened on the same date i.e. 01/06/2011 at 15.30 hrs in the presence of the representatives of the bidders present. Date of opening of financial bids of such firms which meet the prescribed pre-qualification criteria will be notified separately.
4. Earnest Money (EMD) of Rs 25,000/- (Rupees Twenty Five Thousands only) along with cost of tender document, if down loaded from npti/Govt. website Rs. 500/- should accompany the Pre-Qualification Bid document. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled commercial bank in favour of National Power Training Institute payable at Faridabad. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by NPTI.

5. The EMD shall be forfeited:

- 5.1 If the bidder withdraws his bid during the period of bid validity.
- 5.2 In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.

6. EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full Security Deposit in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

7. The bid shall remain valid for a period of 3 months from the date of receipt of the bid.

8. The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as 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.

9. **RATES AND PRICES**

9.1 Bidders should quote the rates in the format given at Section-5 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.

9.2 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.

9.3 Payment will be made after receipt of material in good condition.

9.4 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.

9.5 No additional freight or any other charges, etc, would be payable.

10. **PRE-QUALIFICATION CRITERIA (in the format at Section - 4)**

The bidder should be a individual / partnership / Ltd./ Pvt. Ltd company established under the Companies Act or registered with Govt. Organisation and should submit documentary evidence in respect of the following:-

- (i) A copy of Memorandum /Articles of Association of the company / Registration with Govt. Department.
- (ii) A valid Pan No.
- (iii) Service Tax Registration No., TIN No.,
- (iv) Average annual turn over during the last two years, ending 31st March, 2010 should be more than Rs. 4.00 lakhs per annum for which photo copy of the balance sheet / profit and loss account for the relevant years should be submitted

- (v) Experience of similar printing job in reputed organizations including at least one PSU/Govt. Deptt. during the last two years with Photo copies of documentary evidence towards above supported by relevant satisfactory job completion certificates are required to be submitted.

11. EVALUATION OF BIDS

The bids will first be evaluated on the parameters fixed for prequalification criteria as per details given at Clause 10. Financial bids of such bidders who meet the prequalification criteria will thereafter be opened. A panel of three printers shall be formed on the basis of Sum total of lowest of all items and the rate of contract for each item shall be the lowest of all the bidders. The panel shall be formed after conformation from the 1st three qualified bidders (L1, L2 & L3). Any intermediate bidder who will not agreed on these rates then the chance will be offered to the next bidder in sequence.

12. 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.

13. 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%

However, if the exceptions become general practice, action will be initiated as per clause 27 above.

14. PERFORMANCE GUARANTEE

14.1 The successful bidder shall furnish a performance guarantee for an amount of Rs.1,00,000 (One lakh only) within 10 calendar days from the date of acceptance of the bid and should be initially valid till two years and three months from the date of letter of awards (LOA) in due fulfillment of contract.

14.2 EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full Security Deposit of Rs. 1,00,000 in the form of Bank Guarantee / Fixed Deposit/ D.D in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

14.3 The performance guarantee provided by the successful bidder may be in the form of a bank guarantee from a Nationalized Bank (as per format given in section 6, Annexure-V) or Demand Draft in favour of National Power Training Institute.

15. CONCILIATION/ ARBITRATION

- 15.1 If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by DG, NPTI.
- 15.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by DG, NPTI..
- 15.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the printer shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the printer shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.
- 15.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
- 15.5 The venue of the arbitration shall be Faridabad (Haryana), India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- 15.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

16. FORCE MAJEURE

- 16.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- 16.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely NPTI and the Contractor.
- 16.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, NPTI shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.
- 16.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

17. APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Faridabad (Haryana) .

18. No alternative offer shall be considered.

19. NPTI reserves the right to **annul** the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NPTI's action.

20. NPTI reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

21. It shall be the responsibility of the printer to comply with the provision of the various Labour Laws. The printer shall faithfully discharge all the liabilities under the labour laws. The printer shall indemnify the NPTI against the claims arising out of non-fulfilment of obligations by him under the various laws.

22. The NPTI authorities shall have the right at all reasonable times to visit and inspect the printing press.

23. Bidders should quote the rate item wise in all respective items over financial bid, lump sum rate group wise will not acceptable. Any deviation in this matter will be treated as conditional offer and the same will be rejected.

24. Samples of paper as specified in Section-5 **Sl. No. 1,2,3** must be attached. In the absence of samples, offer is liable to be rejected. (To be submitted in technical bid envelope)

25. Firm will have to collect the job from our office and supply the printed material to NPTI, Faridabad at no extra charges.

26. In case the performance of any printer is not satisfactory the empanelment may be rejected without assigning any reason.

27. NPTI reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by NPTI from Security Deposit or pending bill or by raising a separate claim.

- 28.** The rates quoted shall be full and final and shall be valid for a contract period of two years initially and may be extendable for further 12 months on satisfactory performance of the printer.
- 29.** If there is any over-typing, it should be cut altogether and retyped clearly with proper authentication/signed by the bidder.
- 30.** NPTI reserves the right to reject any or all the quotations wholly or partly without assigning any reason whatsoever. Quotations not submitted strictly in terms of enquiry and unsealed/unsigned hand written quotations and also the quotation not properly addressed will not be accepted.
- 31.** Terms of payment: Payment shall be made on receipt of the materials in full as per specification of the order. However this office reserves the right to reject any material which is not as per approved specification.
- 32.** Firm will have to collect the job from our office and supply the printed material to NPTI, Faridabad at no extra charges.

SECTION – 4

Pre-Qualification of Bidders

SECTION – 4**PRE-QUALIFICATION BID**

Sl. No.	Pre Qualification Criteria	Detail to be filled up by the bidder
A.	General particulars of the agency	
1.	(a) Name of the Agency	
	(b) Type – Individual/Partnership/ Public limited / Pvt. Ltd (Please enclose copy of Memorandum/Articles of Association/ Registration with Govt. Department)	
	(c) Regd. Address	
	(d) Address of Office at Delhi / NCR	
	(e) Contact Person's i) Name & Design. ii) Tel. No. Landline Mobile iii) Email ID	
2.	PAN/GIR No. (Please enclose photocopy)	
3.	Tin No. (Please enclose photocopy)	
4.	Service Tax Regn. No. (Please enclose photocopy)	
B.	Annual Turnover for the last 2 years (Should be more than Rs. 4.00 lakh) i) 2009-2010 ii) 2008-2009 (Please enclosed copies of audited balance sheet and P&L A/C / ITCC / Bank statement)	
C.	Experience of similar work in the field during the last two year (Should have provided similar works/services in reputed organization including at least one PSU/Govt. Deptt. With total work order not less than Rs. 4.00 lakh in a similar completed / ongoing work).	
D.	Earnest Money Details :Rs.25,000/- Amount Rs. / DD No. / Date / Bank	
E.	Cost of Tender documents Rs.500/- (Please refer note mentioned in NIT, Section-2)	

SECTION - 5

Financial Bid

SECTION – 5

PRINTING JOB – FINANCIAL BID

S. No.	Name of the item & specification	Rate (Rs)
1.	*Cost of paper (500 sheets) (In Words)	(In Figure)
	a) Indian Art Paper (90GSM)	
	A4	-----
	A3	-----
	b) Imported Art Paper	
	i) 170 GSM	
	A4	-----
	A3	-----
	ii) 130 GSM	
	A4	-----
	A3	-----
	iii) 100 GSM	
	A4	-----
	A3	-----
	iv) 90 GSM	
	A4	-----
	A3	-----
	c) Sunshine Super Print	
	i) 120 GSM	
	A4	-----
	A3	-----
	ii) 95 GSM	
	A4	-----
	A3	-----

iii) 90GSM
A4

A3

iv) 80 GSM
A4

A3

v) 70 GSM
A4

A3

d) Maplitho

i) 95 GSM
A4

A3

ii) 90GSM
A4

A3

iii) 80 GSM
A4

A3

iv) 70 GSM
A4

A3

v) 60 GSM
A4

A3

e) Sinar Mass (Gloss/Matt)

i) 170 GSM
A4

A3

ii) 135 GSM
A4

A3

iii) 100 GSM
A4

A3

iv) 90 GSM
A4

A3

Note:- *The bidders should quote the cost of finished printed paper 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.

S. No.	Name of the item & specification	Rate (Rs)
2.	*Cost of Art Card (per sheets) (In Words)	(In Figure)
	a) Imported Art Card	
	i) 300 GSM A4	-----
	A3	-----
	ii) 250 GSM A4	-----
	A3	-----
	iii) 225 GSM A4	-----
	A3	-----
	b) Imported Art Card	
	i) 300 GSM A4	-----
	A3	-----
	ii) 250 GSM A4	-----
	A3	-----
	iii) 225 GSM A4	-----
	A3	-----
	c) Indian Art Card	
	i) 300 GSM A4	-----
	A3	-----
	ii) 250 GSM A4	-----

A3	-----	-----
iii) 225 GSM		
A4	-----	-----
A3	-----	-----

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

3. *Separator (In Words) (In Figure)

a) Butter Paper (100 GSM)

A4	-----	-----
----	-------	-------

b) Coloured Maplitho

i) 80 GSM

A4	-----	-----
----	-------	-------

ii) 70 GSM

A4	-----	-----
----	-------	-------

c) Pastel Paper

i) 80 GSM

A4	-----	-----
----	-------	-------

ii) 70 GSM

A4	-----	-----
----	-------	-------

S. No.	Name of the item & specification	Rate (Rs)	
		(In Words)	(In Figure)

6. Inputting/ scanning charges of 4 colours photograph

By Drum Scanner

- a) Minimum size (P.C.) -----
- b) Per Sq. Cm. -----

7. Outputting per Sq. cm. In

- a) Single Colour -----
- b) Double Colour -----
- c) Four colour -----

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

- a) WICON Plate -----
- b) P.S. Plate -----

9. Printing Charges

- 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)

- A4** -----

11. Binding Charges

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) -----

S. No.	Name of the item & specification	Rate (Rs)
	(In Words)	(In Figure)
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

- 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)

S. No.	Name of the item & specification	Rate (Rs)
--------	----------------------------------	-----------

13. Supply and Printing of Envelopes

a)	Closed envelopes of size 10" x 4 & 1/2" white Maplitho paper per 1000	-----	-----
b)	Closed envelopes of size 10" x 12" white Screen 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 (including Century/J K/BILT (Power) Sparkle/
Hindustan Paper//Equivalent)

a) White Paper			
	Black & White Single side	-----	-----
	Black & white both side	-----	-----
	Photo copy single side	-----	-----
	Photo copy both side	-----	-----
b) Colour Paper			
	Photo copy Single side	-----	-----
	Photo copy both side	-----	-----
	Coloured Photo copy single side	-----	-----
	Coloured Photo copy both side	-----	-----

S. No.	Name of the item & specification	Rate (Rs)
15. Typing work A4	(Single spacing ,Charactersize	- 12.0"
	Left margin	- 1.5"
	Right margin	- 1"
	Top Margin	- 1"
	Bottom Margin	- 1"
a) English	-----	-----
b) Hindi	-----	-----
c) Bilingual	-----	-----

16. General

- i) Lamination per 100 Sq. Cm.(Gloss/Matt) -----
- ii) Thermal Lamination 100 Sq. Cm (Gloss/Matt) -----
- iii) Sales Tax / VAT (on paper) as applicable -----
- iv) Service Tax as applicable -----

SECTION - 6
Standard Forms

ANNEXURE - I

LETTER OF SUBMISSION

{To be submitted along with Envelope –I}

To
M/s National Power Training Institute,
Sec-33, Faridabad,
Haryana-121003

Sub: Submission of Bid for Printing Job at National Power Training Institute, Sec-33, Faridabad

Sir,

I/We have read and examined the notice inviting tender, bid document, BOQ, and all other contents in the tender document for the above work.

I/We hereby tender as per NIT for the Printing job at NPTI ,corporate Office within the time specified, BOQ and specification mentioned.

I/We agree to keep the tender open for 90 days from the due date of opening of the Envelope – I & II of the bid thereof and not to make any modifications in its terms and conditions.

Signature_____

Name_____

Designation_____

Place : _____

Date : _____

Seal of Applicant:

ANNEXURE - II

PROFORMA OF APPLICATION FOR SHORT LISTING OF PRINTERS

Certificate

(To be furnished by the Bidder)
{To be submitted along with Envelope –I}

Last date for submission: _____

I/We have read and understood the instructions contained in appeared in.....dated.....and the application form as also the terms & conditions for the displayed at NPTI website. I/We do hereby declare that the information furnished in the application and in the supplementary sheets from pagesto.....are correct to the best of my/our knowledge and belief. Xerox copies of the documents enclosed have been attested.

Signature_____

Name_____

Designation_____

Place:_____

Date: _____

Seal of Applicant:

ANNEXURE - III

DECLARATION

I Proprietor/Director/Authorized signatory of agency/firm mentioned above, is competent to sign this declaration and execute this tender document.

I/we have read the General Terms and Conditions of the contract given above, I agree to abide by them.

The information/document furnished 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/document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signatures of authorized signatory

Name _____

Designation _____

Phone No.-----

Email I.D -----

Seal:

Date: _____

Place : _____

ANNEXURE - IV

Bank Guarantee Format

(for EMD in case bidders are not submitting this in form of DD)

BANK GUARANTEE

**NATIONAL POWER TRAINING INSTITUTE
SECTOR -33 , FARIDABAD**

Dear Sir,

In consideration of National Power Training Institute , Sector33, Faridabad (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assigns) having issued Notice Inviting Tender under specification No. _____ dated _____ M/S _____ having its registered office at _____ (hereinafter called the "Bidder") who wishes to participate in the said tender for _____ have agreed to accept an irrevocable and unconditional Bank Bid Guarantee for an amount of Rs. _____ (Rupees _____) valid upto _____ on behalf of the Bidder in lieu of cash deposit required to be made by the Bidder, as a condition precedent for participation in the said bid.

We, the _____ Bank, _____ Place, a body corporate constituted under Banking Companies Acquisition and transfer of undertakings Act, 1970 having its Head Office _____, do hereby unconditionally and irrevocably guarantee and undertake to pay to the "Owner" immediately on demand without any demur reservation protest, contest and recourse to the extent of the said sum of Rs. _____ (Rupees _____). Any such claims/demands made by the said "Owner" on us shall be conclusive and binding on us irrespective of any dispute or differences raised by the bidder.

This guarantee shall be irrevocable and shall remain valid upto _____, if any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions from _____ on whose behalf of this guarantee is issued.

Notwithstanding anything stated above, our liability under this guarantee shall be restricted to Rs. _____ (Rupees _____) and our guarantee shall remain in force upto _____ and unless a demand or claim under the guarantee is made on us in writing on or before _____ all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities thereunder.

We, the said Bank lastly undertake not to revoke this guarantee during its currency except with previous consent of the owner in writing and agree that any changes in the constitution of the said bidder of the said bank shall not discharge our liability hereunder.

In witness where of the Bank, through its authorized officer, has set its hand and stamp on this day of 2011 at _____.

Signature

Witness
(with name and official address)

Name
Designation with bank stamp)

- 1.
- 2.

Power of Attorney No.

ANNEXURE - V

FORM FOR PERFORMANCE GUARANTEE

The National Power Training Institute

WHEREAS

(name and address of the Supplier) (hereinafter called "the Supplier") has undertaken, in pursuance of contract no. dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the Supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Supplier, up to a total of amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until theday of....., 2013

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch
(Bank's common seal)