



MORARJI DESAI NATIONAL INSTITUTE OF YOGA

(An autonomous organization under Ministry of AYUSH, Govt. of India)

68, Ashok Road, Near Gole Dak Khana, New Delhi – 110 001

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

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

File No.MDNIY/S&P/2017-18/549

Dated: 05th May, 2017

To

Notice Inviting Tender (NIT) for duplication/printing of DVDs as titled “International Day of Yoga” (Hindi & English) for International Day of Yoga-2017 (10000 each) in MDNIY

Morarji Desai National Institute of Yoga (an autonomous organisation under the Ministry of AYUSH, Govt. of India, New Delhi) invites sealed quotations in three bid system- (EMD, Technical Bid & Financial Bid) - from the firms registered/empanelled with National Film Division Corporation (NFDC), Govt. of India, Dte. of Printing, Govt. of India, Nirman Bhawan New Delhi/Dte. of Advertising & Visual Publicity (DAVP) Govt. of India, New Delhi having long standing presence in the Printing work of different kinds to Govt. offices, corporate offices etc. for the printing and supply of duplication/printing of DVDs (10000 each) as titled “International Day of Yoga” (Hindi & English) for International Day of Yoga-2017 in MDNIY, as per specimen available with MDNIY and as per specifications and quantity of each item at Annexure-‘A’

Schedule of Invitation of bid:

Date of Issuance of NIT	05.05.2017
Last date and time of submission of bid document	12.05.2017 up to 11.00 AM
Bid document to be submitted to	Director, Morarji Desai National Institute of Yoga, 68, Ashok Road, New Delhi-110001
The EMD to be submitted	Rs.10,000/- (Rupees ten thousand only) will be submitted in favour of “Morarji Desai National Institute of Yoga” through Bank Draft/ Pay Order only
Tender Fee to be submitted separately	Rs.100/- (Rupees one hundred only) will be submitted in favour of “Morarji Desai National Institute of Yoga” through Bank Draft/ Pay Order only
Date and time of opening of Technical bid document	12.05.2017 at 11.30 AM
Date and time of opening of Financial Bid	Shall be opened on 12.05.2017 at 02.00 PM only of those bidders who qualify in the Technical bid as per Check-list enclosed at Annexure-‘B’.

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Terms & Conditions are mentioned below:

1. The Sealed Technical quotation/ bid with the EMD amounting to Rs. 10,000/- (Rupees ten thousand Only) in favour of “Morarji Desai National Institute of Yoga” through Bank Draft/Pay Order only, with supporting self attested documents like copies of (i) PAN, TAN/TIN/D. VAT, (ii) Registration Certificate with NFDC/Dte. of printing/ DAVP, (iii) Service Tax No. (iv) Sales Turn over, along with Audited Statement for the last year ending 31st March 2016, (v) Statement of clients to whom the material has been supplied during 2015-16 in one envelope & Financial bid separately in the envelope, for each item separately of the table above, shall be placed in a third envelope and will be submitted addressed to the Director, Morarji Desai National Institute of Yoga (MDNIY), super scribing on the top of envelop as “Quotation for printing and supply duplication/printing of DVDs as titled “International Day of Yoga” should reach this office latest by 12.05.2017 up to 11.00 am.
2. The firm shall submit the separate Tender Fee in the mode of Demand Draft/Pay Order amounting to Rs.100/- (Rs. One Hundred only) in favour of “Morarji Desai National Institute of Yoga” along with Bid. The financial bid shall not be considered, if the requisite cost of Tender Document is not paid by the firm.
3. The quotations will be opened on the same date i.e. 12.05.2017 at 11.30 am in the presence of the bidder(s) or their nominated/authorized representative, if present.
4. **The rates should be for printing/designing, duplicating etc. of these DVDs and also including delivery charges. However, the soft copy of the DVD material will be provided by the MDNIY.**
5. Quotations received after closing date and time will not be entertained
6. **The prospective bidder(s) who must be registered with NFDC/Dte. of Printing, Govt. of India/DAVP and are established suppliers in the trade/market for the last 2 years.**
7. **The sample of the product is attached herewith. The bidders may ensure that the product (i.e. Size, Colour, Specimen/Design and finishing of DVD Case, DVD, Inlay Cover, Sticker, etc.) shall match with the Sample and also shall adhere to the particulars given in the Annexure-‘A’ of this Tender.**
8. The bidder shall submit the Technical Bid /quotation letter against item mentioned above, with EMD, with all documents (self attested) and Financial Bid quoting rate against each item separately without which the quotation will not be entertained and considered.
9. The firm which has quoted the lowest rates and are successful in getting the award letter but are unable to accept the contract due to any reason, their EMD will stand forfeited.
10. **The rates once approved and accepted, inclusive of material, creative designing and delivery at door step etc., will be valid initially for a period of one year from the date of issuance of the 1st work order including supply of additional quantity of all or any of the item(s) from time to time at a later date, on the same rates, terms & conditions as may be decided by the MDNIY.**

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11. The quantity mentioned against each item may be increased/decreased as may be decided by MDNIY.
12. If the delivered printed material(s) is/or found to be defective or not as per specifications the same shall be returned & replaced at the firms cost & no payment will be made by MDNIY for such replacement.
13. The most important & critical part and essence of the contract & issue of award letter to the successful bidder(s) is the timely delivery, within 05 days from the date of placing confirmed work order, of the finished printed work/material, as ordered, within the scheduled date & time.
14. The EMD of the successful bidder awarded the contract shall be kept as Performance Security during the currency period to safeguard the interest of the Govt. to ensure that the supplier supply the good quality product/items un-interrupted ordered by MDNIY. The EMD kept as Performance Security shall be refunded to the bidder after 60 days of the completion of contract period.
15. The payment will be made as per Govt. Rules & Procedure.
16. The institute reserves the right to accept or reject any quotation without assigning any reason thereof.
17. All the disputes shall be subject to Delhi Jurisdiction only.

This issues with the approval of the Director, MDNIY.

Note: The Printers those empanelled with NFDC/Directorate of Printing, Govt. of India, Nirman Bhawan, New Delhi and/or DAVP can only send their quotations. (PLEASE ATTACH PROOF)

Yours faithfully

(Manish Wadhere)
Dy. Director (F&A)

Copy to:-

Consultant (C&D) – With the request to upload the same on the Institute's website and Govt. Portal.

Financial Bid

Quotations for printing of duplication/printing of DVDs as titled “International Day of Yoga” (Hindi & English) for International Day of Yoga-2017 (10000 each)

Sl. No.	Particulars	Original Rate (each copy)	Re-printing Rate (1000)
1.	<ul style="list-style-type: none">• Duplication/Printing of DVDs as titled International Day of Yoga both in Hindi and English version.• Best quality transparent DVD Case• Good DVD Disc.• Printing of Inlay cover on 130 GSM, Art Paper• Pasting of good quality printed stickers on the DVD Discs• Duplication/printing of DVDs of 60 minutes duration as well as packing and forwarding• Quantity 10000 each (Hindi & English)		
2.	VAT should be indicated extra, if any		

Signature with Seal

Check list for submission of Technical Bid

Sl. No.	Particulars	Remarks/documents to be attached
1.	Name of the Agency	
2.	Address of Head Offices: Telephone: E-Mail Fax Number (if any): Name(s) of the contact person(s):	
3.	Self attested copy of PAN NUMBER	Page No.....
4.	Self attested copy of D-VAT NUMBER	Page No.....
5.	Self attested copy of Sales Tax Registration/Service Tax No.	Page No.....
6.	Self attested copy of Registration Certificate with NFDC/Dte. of Printing/DAVP, Govt. of India	
6.	Self attested copy of Audited Statement of Accounts/Form-16 for the 03 years 2013-14, 2014-15 and 2015-16.	Page No.....
7.	Details of Bid Security Fee: (Rs.10,000/-)	Page No.....
8.	Details of Tender Fee: (Rs.100/-)	Page No.....
9.	Enclosed terms and conditions duly signed and stamped by the agency, if accepted.	Page No.....

Signature with Seal