



## **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

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File No.MDNIY/S&P/2018-19/612

Dated: 20<sup>th</sup> Feb., 2019

To

### **Notice Inviting Tender (NIT) for printing and supply of IEC material for International Yoga Fest-2019 (12-14 March, 2019) in MDNIY**

Morarji Desai National Institute of Yoga (an autonomous organization 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 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 IEC material for IYF-2019, as per specimen available with MDNIY and as per specifications and quantity of each item mentioned in the financial bid:-

#### **Schedule of Invitation of bid:**

Tender Cost:	Rs.6.00 lakhs
Date of Issuance of NIT	20.02.2019
Last date and time of submission of bid document	28.02.2019 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) 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) in favour of “Morarji Desai National Institute of Yoga” through Bank Draft/ Pay Order only
Date and time of opening of Technical bid document	28.02.2019 at 11.30 AM
Date and time of opening of Financial Bid	Shall be opened on 01.03.2019 at 03.00 PM only of those bidders who qualify in the Technical bid as per Check-list enclosed at Annexure.
Number of pages	07 pages

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**Terms and Conditions are mentioned below:**

- 1. The Sealed Technical quotation/bid with the EMD amounting to Rs.10,000/- (Rupees ten thousand only) and Tender Fee amounting to Rs.100/- in favour of “Morarji Desai National Institute of Yoga” through Bank Draft/Pay Order only, with supporting self attested documents in one envelope and Financial bid separately in the envelope 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 of IEC material for IYF-2019”, should reach this office latest by 28.02.2019 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/- (Rupees one hundred only) in favour of “Morarji Desai National Institute of Yoga” along with Bid.**
- 3. The quotations will be opened on the same date i.e. 28.02.2019 at 11.30 am in the presence of the bidder(s) or their nominated/authorized representative, if present.**
- 4. The rates should be quoted by the printer only for printing material. MDNIY will provide ready to print file.**
- 5. Quotations received after closing date and time will not be entertained**
- 6. The prospective bidder(s) who must be registered with Dte. of Printing, Govt. of India/DAVP and are established suppliers in the trade/market for the last 2 years, may like to visit MDNIY and see the size, colour, specimen/ design and finishing of the above mentioned item available in MDNIY before submitting the bid, during all working days from 10 am - 05 pm, except closed holidays.**
- 7. 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 item separately without which the quotation will not be entertained and considered.**
- 8. 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.**
- 9. The rates once approved and accepted, will be valid initially for a period of one year from the date of issuance of the 1<sup>st</sup> 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 and conditions as may be decided by the MDNIY.**
- 10. The quantity mentioned against each item may be increased/decreased as may be decided by MDNIY.**

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11. If the delivered printed material(s) is/or found to be defective or not as per specifications the same shall be returned and replaced at the firms cost & no payment will be made by MDNIY for such replacement.

**12. The most important and critical part and essence of the contract and issue of award letter to the successful bidder is the timely delivery of the finished printed work/material within 05 days from the date of approval of final proof from MDNIY.**

**13. Penal interest @ 2% per day shall be deducted for any delay in supply of final printing material, subject to maximum of 03 days and 10%, after which the order deemed to be cancelled and EMD will be forfeited.**

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 and 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.

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

Yours faithfully

( Bimalesh Kumar )  
Administrative Officer  
for Director

**Check list for submission of Technical Bid**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Remarks/documents to be attached</b>
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 GST NUMBER	Page No.....
5.	Self attested copy of Registration Certificate with Dte. of Printing/DAVP, Govt. of India	Page No.....
6.	Self attested copy of Audited Statement of Accounts/Form-16 for the 03 years 2015-16, 2016-17 and 2017-18.	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

**Financial Bids for printing and supply of IEC material for IYF-2019**

**1. Folder**

Sr. No.	Specification		Rate for printing
1.	Length	12 Inches	
2.	Breadth	9 Inches	
3.	Cover	400 gsm, Mat, Gloss lamination	
4.	Multicolour Printing One Side (Front & Back) along with one durable pocket inside		
5.	Quantity	5.000	

**2. Badge**

2. Budge			Rate for printing
Sr. No.	Specification		
1.	Length	5 ½ inches	
2.	Breadth	4 inches	
3.	Cover	300 gsm	
4.	Art Card Matt		
5.	One Side Multicolour Printing with good Plastic Pouch, Lanyard(with full name of MDNIY & IYF-2019 size 6”x4 ½”), Numbering		
6.	Quantity	5.000	

**3. Coupon**

Sr. No.	Specification		Rate for printing
1.	Length	7 inches	
2.	Breadth	8½ inches	
3.	Cover	130 gsm, Black and White printing	
5.	Quantity	3,000	

**4. Programme Booklet**

Sr. No.	Specification		Rate for printing
1.	Length	11 inches	
2.	Breadth	8.5 inches	
3.	Cover	Lamination, 300 gsm, Glossy Card, Four Colour Offset Printing	
4.	Inside pages	24±4 Pages, 130 gsm, Glossy Paper (Black & White)	
5.	Binding	Centre Stitch Binding	
5.	Quantity	5,000	

**5. Proceeding**

Sr. No.	Specification		Rate for printing
1.	Length	11 inches	
2.	Breadth	8.5 inches	
3.	Cover	300 gsm, Multicolour	
4.	Inside pages	32±4, 130 GSM, Multicolour	
5.	Binding	Centre Stitch Binding	
5.	Quantity	1,000	
6.	Envelop	11 x 9 inches, 170 GSM, Black and White printing (one side)	

**6. Certificate**

Sr. No.	Specification		Rate for printing
1.	Length	11 inches	
2.	Breadth	8.5 inches	
3.	Cover	300 gsm, Multicolour Digital Printing	
5.	Quantity	5,000	

**7. Car Parking Sticker**

Sr. No.	Specification		Rate for printing
1.	Length	5.5 inches	
2.	Breadth	4 inches	
3.	Paper	170 gsm	
5.	Printing	Multi – Colour one side	
6.	Quantity	500	

**8. Note Book**

Sr. No.	Specification		Rate for printing
1.	Length	8.5 inches	
2.	Breadth	5.5 inches	
3.	Pages	20 ± 4, 100 gsm	
4.	Quantity	5,000	

**9. Invitation Card (Inauguration)**

Sr. No.	Specification		Rate for printing
1.	Length	8.5 inches	
2.	Breadth	5.5 inches	
3.	Paper	300 gsm Art Card both side Multicolour Digital Printing	
4.	No. of pages	4 (Single folded) (Hindi & Eng. Front & Back)	
5.	Quantity Envelope	6 inches X 9 inches, 170 gsm One side printing	
6.	Quantity	1,000	

**10. Invitation Card (Valedictory)**

Sr. No.	Specification		Rate for printing
1.	Length	8.5 inches	
2.	Breadth	5.5 inches	
3.	Paper	300 gsm Art Card both side Multicolour Digital Printing	
4.	No. of pages	02 (Hindi & Eng. Front & Back)	
5.	Envelope	with one side printing	
6.	Quantity	1,000	

**11. Programme Leaflet (Minute to Minute Programme)**

Sr. No.	Specification		Rate for printing
1.	Length	8.5 inches	
2.	Breadth	5.5 inches	
3.	Page	100 gsm	
5.	Printing	Black and White	
6.	Quantity	1,000	

**12. Pen:** Name showing Morarji Desai National Institute of Yoga and International Yoga Fest-2019

Sr. No.	Specification		Rate for printing
1.	Quantity	1,000	

Signature with Seal