



MORARJI DESAI NATIONAL INSTITUTE OF YOGA

Ministry of AYUSH, Govt. of India

68, Ashok Road, , New Delhi – 110 001

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

File No.MDNIY/GS/2019-20/26

Dated: 25th October, 2021

To

(As per list enclosed)

Notice Inviting Limited Tender Enquiry (NILTE) for Designing of Annual Report in E-format/CDR & PDF format and its translation in Hindi and Printing as per requirement in MDNIY

Morarji Desai National Institute of Yoga, Ministry of AYUSH, Govt. of India, New Delhi invites sealed quotations from the firms having long standing presence in the Printing and translation (Hindi) of Annual Report, 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	26.10.2021
Last date and time of submission of bid document	25.11.2021 up to 11.00 am
Bid document to be submitted to	Director, Morarji Desai National Institute of Yoga, 68, Ashok Road, New Delhi-110001
EMD Amount	Rs. 5,000/- (Rupees Five thousand only) in favour of “Morarji Desai National Institute of Yoga” through Bank Draft/ Pay Order only
Date and time of opening of Quotation	25.11.2021 at 11.30 AM

Terms and Conditions

1. The Sealed quotation with the EMD and supporting self attested documents will be submitted super scribing on the top of envelope as “Quotation for Printing, Designing and E-format/CDR & PDF of Annual Report its translation in Hindi in MNDIY” should reach this office latest by 25.11.2021 up to 11.00 am.
2. The quotations will be opened on the same date i.e. 25.11.2021 at 11.30 am in the presence of the bidder(s) or their nominated/authorized representative, if present.
3. The rates should be inclusive of Designing of Annual Report in E-format/CDR & PDF format and its translation in Hindi and Printing, as per requirement of these booklets and inclusive of delivery charges.
4. Quotations received after closing date and time will not be entertained

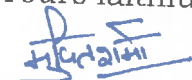
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5. The prospective bidder(s) may like to visit MDNIY and see the size, colour, specimen/ design and finishing of the above mentioned item available in MDNIY before submitting the bid, during all working days from 10AM - 04 PM, except closed holidays.
6. The firm will enclose the copies of the GST Number, PAN Number and ITR for the last 03 years. If the turnover of the firm is below Rs. 20.00 lakh, the GST Registration Number is not required as per GST Act.
7. The bidder shall submit the quotation with EMD and Financial Bid quoting rate, without which the quotation will not be entertained and considered.
8. In case where a firm has quoted the lowest rates and is successful in getting the award letter but is unable to accept the contract due to any reason whatsoever, the EMD shall so submitted stand forfeited.
9. The rates once approved and accepted, shall not be changed at any later stage.
10. If the work executed is found to be defective/not as per specifications/inferior quality the same shall not be accepted and shall be replaced at no additional cost & payment by the firm. MDNIY will not be liable to make an payment (part/full) for such defective/inferior work carried out or a subsequent replacement therefor.
11. 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 03 days from the date of approval of final proof from MDNIY.
12. EMD of the successful bidder shall be kept during the currency period to safeguard the interest of the Institute to ensure that the firm provides the items as per desired specifications and quantities. The EMD shall be refunded to the bidder after 60 days of the supply.
13. The firm shall provide the printed copies of the Annual report as per the desired requirement. The printed copies should be made available complete in all respects, as per the specification and free from any defects within 02 days of raising the requirement by the Institute.
14. The payments shall be made as per Govt. Rules and Procedure on satisfactory delivery of corresponding works.
15. The institute reserves the right to cancel/withdraw the tender without assigning any reason thereof.
16. All the disputes shall be subject to Delhi Jurisdiction only.

This issues with the approval of the Director.

Yours faithfully



(Mudit Sharma)
Administrative Officer

**Morarji Desai National Institute of Yoga
68, Ashok Road, New Delhi**

(Technical Bid)

I. For Designing

S.No	Specifications		Whether service are available or not
1.	Size	A4 Size	
2.	No. of Inner pages	180 pages \pm 4 multi-colour designing (2D creative) with suitable photographs, content with chart to be provided by MDNIY. The content will be both in Hindi & English	
3.	Nature of the file	E-format, CDR as well as PDF, which can be converted for printing purposes	
4.	No. of Photographs	60 \pm 4	
5.	Cover	Multi-color designing	
6.	Size of PDF	5-10 MB to upload on the institute's portal	

II. For Printing

S.No	Specifications		Whether service are available or not
1.	Size	A4 Size	
2.	Inner pages	180 pages \pm 4, 100 GSM Imported Glossy Paper, Multi-Colour Printing	
3.	Cover Page	300 GSM Imported Art Card, Four Colour Printing with Lamination	
4.	Binding	Perfect Binding	
5.	Quantity	50	

III. Translation of Annual report alongwith Annual Account into Hindi, as under:-

Sl. No.	Particulars	Whether service are available or not
1.	Translation of Annual report alongwith Annual Account into Hindi	
2.	GST should be indicated extra	

Signatures and Seal of the Firm

Financial Bid
Quotations for Annual Report

Interested firms may quote their lowest rates in the prescribed format as under:-

I. For Designing

S.No	Specifications		Rate	GST
1.	Size	A4 Size		
2.	No. of Inner pages	180 pages \pm 4 multi-colour designing (2D creative) with suitable photographs, content with chart to be provided by MDNIY. The content will be both in Hindi & English		
3.	Nature of the file	E-format, CDR as well as PDF, which can be converted for printing purposes		
4.	No. of Photographs	60 \pm 4		
5.	Cover	Multi-color designing		
6.	Size of PDF	5-10 MB to upload on the institute's portal		

II. For Printing (As per requirement)

S.No	Specifications		Rate (each booklet)	GST
1.	Size	A4 Size		
2.	Inner pages	180 pages \pm 4, 100 GSM Imported Glossy Paper, Multi-Colour Printing		
3.	Cover Page	300 GSM Imported Art Card, Four Colour Printing with Lamination		
4.	Binding	Perfect Binding		
5.	Quantity	50		

Interested firms may quote their lowest rates for translation of Annual report alongwith Annual Account into Hindi in the prescribed format as under:-

Sl. No.	Particulars	Rate per word
1.	Translation of Annual report alongwith Annual Account into Hindi	
2.	GST should be indicated extra	

Signature with Seal