

**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONSWITH MULTIPLE DISABILITIES**

(Department of Disability Affairs Ministry of Social Justice and Empowerment, Govt. of India)

ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamilnadu.

Fax: 044-2747 2389 Tel: 044-27472104, 27472113, 27472046

Website: [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in) E-mail: [niepmd@gmail.com](mailto:niepmd@gmail.com)**e-TENDER NOTICE: FOR PRINTING OF STATEMENT OF MARKS & DIPLOMA CERTIFICATES**

e-Tender is invited from the vendors **having its registered and operation office in Chennai / Tamilnadu** through NIC e-procurement portal URL "<http://eprocure.gov.in/eprocure/app>" in Two bid system i.e. technical bid and financial bid from Reserve Bank of India / Indian Bankers Association approved agencies & printers with having proven track record working in the printing field and having experience of working with colleges / universities / Central Government or State Government or private institutions for printing of mark sheets / certificates or other printing works with security features. The tender document can be downloaded from our website [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in).

Last date for e-bidding	<b>3.00 PM. On 30-08-2018</b>
Tender Fee (Non-Refundable)	<b>Rs. 1,000/-</b>
EMD Amount	<b>Rs.20,000/-</b>
<b>Mandatory Pre-Bid Meeting</b>	<b>02.00 PM. On 21-08-2018</b>
Date & Time of Opening of Tender	<b>04.00 PM. On 30-08-2018</b>
Tele: 044-27472046/27472113 Tele fax: 044-27472389 E-mail: <a href="mailto:niepmd@gmail.com">niepmd@gmail.com</a>	

**DIRECTOR****ASPO:**

Permission may please be given to publish the Tender Notice NIC e-procurement portal (as per Ministry guidelines), GeM Portal and Institute website for wide publicity.

**DIRECTOR**

**NATIONAL INSTITUTE FOR EMPOWERMENT OF  
PERSONS WITH MULTIPLE DISABILITIES (NIEPMD)**

(Department of Empowerment of Persons with Disabilities (Divyangjan),  
Ministry of Social Justice and Empowerment, Govt. of India)

ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu.

**Tel:044-27472113,27472046 Fax: 044-27472389**

**[www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in) Email:niepmd@mail.com**

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<b>Mandatory Pre-Bid Meeting</b>	:	<b>02.00 PM. On 21-08-2018</b>
Date & Time of Opening of Tender Documents :		<b>04.00 PM. On 30-08-2018</b>

\*Tender fee and EMD to be paid online through NEFT/RTGS only.

Tele: 044-27472046/27472113 Telefax: 044-27472389 E-mail:niepmd@gmail.com

**DIRECTOR**

National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD) is a Central Autonomous Body under the Ministry of Social Justice & Empowerment, Government of India. The Institute intends to print statement of marks (Marks Sheets) and Diploma Certificates for National Board of Examination in Rehabilitation (NBER).

On behalf of NBER, NIEPMD is inviting e-tenders from Reserve Bank of India / Indian Bankers association approved agencies / printers (**Must having its registered and operation office in Chennai / Tamilnadu**) and having proven track record in the printing field and having experience of working with Colleges / universities / Central Government or State Government or private institutions for printing of mark sheets / certificates or other security printing work. Detailed specifications of work are mentioned in the scope of work of Tender Document. Interested bidders can apply on line through NIC e-procurement portal URL "**<http://eprocure.gov.in/eprocure/app>**". Detailed terms and conditions, tender format and specifications of the items can be downloaded from the institute's website **[www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in)**

Date: 09<sup>th</sup> Aug 2018

**DIRECTOR**

## **GENERAL TERMS & CONDITIONS**

1. Tender will be available on NIC e-procurement portal URL "<http://eprocure.gov.in/eprocure/app>" from 10<sup>th</sup> Aug 2018, 12.00 PM to 30<sup>th</sup> Aug 2018, 03.00 PM.
2. EMD of Rs.20,000/- and Tender fee of Rs. 1,000/- should be paid online through NEFT or RTGS in NIEPMD account and payment receipt to be uploaded with tender document. **Bids without EMD, Tender Fee & proof of payment shall not be considered for further evaluation.**
3. Units registered with National Small Industries Corporation (NSIC), Small Scale Industrial (SSI) or DGS&D are exempted from payment of EMD for the item tendered with subject to registration certificate being valid as on date of quotation. Bid is accompanied by a photocopy of valid NSIC/SSI Registration Certificate / Review Certificate.
4. Photocopy of application for registration as NSIC/SSI/DGS&D or for renewal of NSIC/SSI/DGS&D will not be acceptable. Such offers will be treated as offers received without EMD. No further correspondence will be accepted on the subject.
5. The bidder must produce pre-printed format of diploma certificate / Mark sheet to the NIEPMD authorities and prove that all required security features are available in developed document before finalisation the lowest bidder (I.e. during technical evaluation). **Non production of sample will result in rejection of bids.**
6. The order will be awarded for printing of statement of marks and certificates to technically qualified bidder quoted lowest tender rate.
7. Tender submitted shall remain valid for 60 days from the date of opening of tender document for the purpose of acceptance and award of contract, validity beyond 60 days from the date of opening shall be by mutual consent.
8. Bidder must submit a certificate of undertaking that he is in position to undertake the work with a credit of 30 days after clear receipt of materials.
9. Certification should be attached by the bidder stating that the firm / company has not been black listed by any Central Govt. / State Govt. / PSU agencies.
10. Certification should be attached by the bidder that they have read and understand all the term and conditions mentioned in the tender document.
11. The Director, NIEPMD, reserves all rights to extend last date of bidding, reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason what so ever and does not bind itself to accept the lowest or any specific tender. **The decision of Director, NIEPMD in this regard shall be final binding.**
12. In case of any dispute arising with regards to this tender or its conclusion, the decision of the Director NIEPMD shall be final.

## **DEFINITION**

- a) The term Institute shall mean NIEPMD (NBER-RCI), Chennai.
- b) The term Bidder shall mean the bidder selected by the Institute for the supply of materials.

## **SCOPE OF WORK**

Ministry of Social Justice and Empowerment, Government of India has entrusted NIEPMD to serve as a national resource centre for Empowerment of Persons with Multiple Disabilities. NBER-RCI given the responsibility for NIEPMD to conduct examination for 07 course across the country and issue of Statement of Marks and Diploma Certificate Respectively. NIEPMD on behalf of NBER-RCI is intended to print Statement of Marks and Diploma Certificates for its Teacher Training Institutions.

NIEPMD on behalf of NBER-RCI is inviting e-tenders from reputed agencies & printers approved by Reserve Bank of India / Indian Bankers association and having proven track record in the printing field and having experience of working with colleges / universities / Central Government or State Government or private institutions for printing of mark sheets / certificates or other security printing work. The items wise **specification** is given below:

<b>Sl. No.</b>	<b>Nomenclature</b>	<b>Qty.</b>
01	<b>Printing of Statement of Marks Colour (With security Features)</b>	<b>20,000 nos.</b>
02	<b>Printing of Diploma Certificate colour(With security Features)</b>	<b>15,000 nos.</b>

### **Specification:-**

- Pre-printed format with following features:-
  - Statement of Marks
    - (i) Unique Serial No.
    - (ii) Anti-photo coping feature
    - (iii) Micro lining (Depicting Institute Name)
    - (iv) Ultra Violet recognition Logo
    - (v) Water Mark
  - Diploma Certificate
    - (i) Unique Serial No.
    - (ii) Anti-photo coping feature
    - (iii) Micro lining (Depicting Institute Name)
    - (iv) Ultra Violet recognition Logo
    - (v) Water Mark
    - (vi) Gold Foil Embossing
- **For Statement of Marks paper type: A-4 Teslin, 270 GSM.**
- **For Diploma Certificates Paper Type: A-4 Teslin, 310 GSM**

- **NBER will provide the data in raw format only as stored with it (may be in hard copy also), vendor will be responsible for keying in and arrangement of the data in printable format. No demand to provide the data in any prescribed format will be attended. Charges if any for the exercise of data management should be included with printing cost, no separate payment will be made for this purpose.**

### **Tender Submission process**

Interested bidder may submit their quotes by giving all the necessary documents in English or Hindi as specified. **The TENDER must be submitted online through Central Public Procurement Portal e-procurement application only through URL: <http://eprocure.gov.in/eprocure/app> only. No manual bids will be entertained under any circumstances.**

The Tender document attached must be direct, concise, and complete and arranged in an organized and structured manner as per the checklist provided with the tender document.

To participate in online bidding process, Bidders must procure a Digital Signature Certificate as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode, eMudhra etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.

NIEPMD will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid proposal well advance in time so as to avoid issues like slow speed, choking of web site due to heavy load or any other unforeseen problems.

Bidders are also advised to refer visit any local NIC office or call CPPP 24x7 toll free number 1800-3070-223 or mobile No. 07878007972, 07878007973 for further details about the e-tendering / bidding process.

**Payment Details:**

The following details should be used for making payment of tender fee:-

**A/C No. 761297290**

**Name of Account Holder: Director, NIEPMD**

**Type of Account: Saving Bank**

**Name of Bank: Indian Bank, Kovalam Branch**

**IFS Code: IDIB000K122**

**MICR Code: 600019133**

**Branch Code: 01176**

**NIEPMD PAN: AABTN4536B**

**Special Terms & Conditions**

1. The Bidder must be a registered company / firm / HUF approved by RBI / IBA. (Proof to be uploaded with technical bid).
2. The bidder should have their own agency facility. Proof to be upload in the Tech Bid.
3. The applying firm must be registered with the GSTN and the supporting proof for the same is to be uploaded.
4. Materials Samples can be seen at the time of pre-bid meeting at our office on 21<sup>st</sup> Aug 2018.
5. Bidders should provide brief profile of their work experience for the last three years. (Attach Proof)
6. The tender received through fax / e-mail / post etc. will not be accepted.
7. The materials should be delivered at the address mentioned in purchase order.
8. Approval with a sample copy of pre-printed statement of marks and Diploma certificate in colour to be obtained before printing of actual marks sheets & certificates.
9. Printing charges will be paid for actual quantity to be printed. Document printed with wrong data will be re-printed with no cost.
10. Duplicate copy for printing of Statement of Marks and Diploma Certificate will be done on already fixed rates during the contract period.
11. Agreement for Data confidentiality has to be executed by the selected vendor with NIEPMD.
12. Vendor will be bound to deliver the printed materials with 10 days after finalisation the proof from NIEPMD, NBER. Delay in supply the materials will cause a penalty of 5% value of contract amount per week and may imposed up 30% of contract value. Once the maximum is reached, NIEPMD may consider termination of the contract and can forfeit the Performance Guarantee amount.
13. Vendor will made all correspondence through NIEPMD purchase department only. No direct communication with user department will be accepted.
14. The tender submitted by any other means except NIC e-procurement portal, will not be entertained under any circumstances.
15. The total cost quoted should be exclusive of taxes. Applicable taxes to be mentioned separately. Tax applicable at the time of invoice will be paid.

16. NIEPMD reserves the right to accept / reject/ select more than one Agency and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.
17. The tender will be appraised by committee formed by NIEPMD.
18. The Financial bids of suppliers who are not qualified technically will not be opened.
19. The payment will be made within 30 (Thirty) working days after the supply is made & Clear receipt.
20. Agency selected for the contract **must provide EDITABLE CORAL DRAW FILE** of the mark sheets and certificates.
21. Printed certificates and mark sheets should be delivered to Institute within 10 days after the data finalisation.

We agree to all terms and conditions as mentioned above including the validity of the offer. Utmost confidentiality of the data provided shall be maintained.

**Name, Designation & Signature of the bidder with the seal**

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**Information Sheet**

(To be uploaded)

Name and address of the bidder:

Note: Payment receipt for Rs.20,000/-(EMD) and Rs.1,000/-(Non-Refundable) for tender fee should be uploaded with this bid.

1. Name of the bidder
  - a) Full postal address
  
  - b) Full address of the premises
  
  - c) Telegraphic address
  
  - d) Telex number
  
  - e) Telephone number
  
  - f) Fax number
  
2. Monthly (single shift) supply capacity of goods quoted for
  - a) Normal
  
  - b) Maximum



3. Total annual turn-over(value in Rupees) (2016-2017, 2017-18)

(Copy of Balance Sheet / Audit Statement / IT returns, etc. to be attached as proof) **(Must have 3 times of quoted value).**

4. Past supply details for 3 years (major orders only)

5. Whether similar job work undertaken in the past, if so details and samples
- | <b>Customer</b> | <b>Quantity supplied</b> | <b>Year</b> |
|-----------------|--------------------------|-------------|
|-----------------|--------------------------|-------------|

6. Have you worked with NIEPMD earlier? If yes, please give details of the work done.

Signature and seal of the bidder

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**Price Quote**

Financial quotes to be uploaded in E-BOQ provided in Microsoft Excel format with this document. BOQ document to be downloaded from NIC e-procurement portal uploaded with this tender document.

No financial quotes to be enclosed other than BOQ. Uploading financial quotes with technical bid will leads to rejection of tender.

**CHECK LIST OF DOCUMENT MUST BE UPLOADED WITH BID**

*The Bids shall be summarily rejected, if these documents are not uploaded with bid. Documents must be **uploaded in following sequence only:-***

<b>Sl. No.</b>	<b>Particulars</b>	<b>Yes / No</b>
1.	Tender Document scanned copy duly signed on all pages.	
2.	RBI/IBA approved certificate issued by RBI/IBA (to be uploaded)	
3.	Must attend the pre bid meeting for consideration of bids.	
4.	Proof of registered office in Chennai / Tamilnadu.	
5.	Brief profile of their work experience for the last three years. (upload Proof)	
6.	Receipt of Tender Fee payment for `1000/- (Rupees One Thousand only) to be uploaded. <b>(Non-Refundable).</b>	
7.	Receipt for EMD payment of ` 20,000/- (Rupees Twenty thousand Only) to be uploaded.	
8.	Photocopy of valid NSIC/SSI/DGS&D Registration Certificate / Review Certificate to be uploaded in case of claiming EMD exemption.	
9.	List of previous work done (Upload the copy of work orders / completion report as proof working colleges / universities / Central Government or State Government or private institutions for printing of mark sheets / certificates or other security printing.).	
10.	Copy of affidavit duly notarized or certificate issued by Competent Authority as a proof of proprietary (in case of Partnership firm).	
11.	Copy of appropriate PAN Card	
12.	Copy of Registration with Service Tax and GSTN. Copy of GSTN Certificate	
13.	Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last 02 financial year. (2016-17, 2017-18)	
14.	Firm / Company Registration certificate (Copy to be uploaded)	
15.	Certificate by the bidder to be uploaded stating that the firm / company has not been black listed by any Central Govt. / State Govt. / PSU agencies.	
16.	Certificate by the bidder to be uploaded that they have read and understand all the term and conditions mentioned in the tender document.	
17.	Undertaking to supply on credit of 30 days after clear receipt of materials	
18.	Certificate on firm letter head to be provided regarding acceptance for Data Management. No specific format of data will be demanded, Vendor will be responsible to arrange the data in printable format.	