



**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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**E-TENDER NOTICE: FOR PRINTING OF ANSWER BOOKLETS**

Last date for e-bidding : **03.00 PM. On 14<sup>th</sup> Jul 2022**  
Tender Fee : **NIL**  
EMD\* : **Rs.20, 000/-**  
Date & Time of Opening of Tender Documents : **03.30 PM. On 15<sup>th</sup> Jul 2022**

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

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

Sd/-  
**DR (Admin)**

Sd/-  
**DIRECTOR I/C**

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 answer booklets for conducting exams for National Board of Examination in Rehabilitation (NBER).

On behalf of NBER, NIEPMD is inviting e-tenders from reputed 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/answer booklets. 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)**

Sd/-  
**DR (Admin) (Offg.)**

Date: 24<sup>th</sup> Jun 2022

Sd/-  
**DIRECTOR I/C**

## **GENERAL TERMS & CONDITIONS**

1. Tender will be available on NIC e-procurement portal URL "<http://eprocure.gov.in/eprocure/app>" up to 14<sup>th</sup> Jul 2022.
2. EMD of Rs. 20,000/- should be paid online through NEFT or RTGS in NIEPMD account and payment receipt to be uploaded with tender document. **Bids without EMD payment proof shall not be considered for further evaluation.**
3. Units registered with National Small Industries Corporation (NSIC), Small Scale Industrial (SSI) or DGS&D (Under same business code) 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 order will be awarded for printing of answer booklets to technically qualified bidder quoted lowest tender rate.
6. Quoted rate will be valid for 03 Years, on yearly performance basis. Purchase order will be issued for one year; further extension will be provided on performance analysis basis. However no party can claim extension after one year it will be on mutual consent.
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 complete the work within 07 days after award of contract.** (must adhere)
9. 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.
10. 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.
11. Certification should be attached by the bidder that they have read and understand all the term and conditions mentioned in the tender document.
12. 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.**
13. 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 center for Empowerment of Persons with Multiple Disabilities. NBER-RCI given the responsibility for NIEPMD to conduct examination for 07 course across the country. NIEPMD on behalf of NBER-RCI is intended to print answer booklets for conducting exams.

NIEPMD on behalf of NBER-RCI is inviting e-tenders from reputed agencies & printers 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 answer booklets. The item **specification** is given below:

| <b>Sl. No.</b> | <b>Nomenclature</b>          | <b>Appx. Qty. to be Printed</b> |
|----------------|------------------------------|---------------------------------|
| 01             | <b>Answer Sheet Booklets</b> | <b>75000 Nos.</b>               |

### **Specification:-**

Answer Booklet (32 pages/16 sheets) to be serially numbered.

- To be printed in single colour (Colour: will be decided by NBER) on 60 gsm maplitho paper (Page 02 to 30) and 100gsn maplitho paper (Page 01&02 and page 31&32).
- Size of booklet: ¼ Demy, 28 cm X 21.3 cm (actual).
- First two pages (Page No. 1 & 2) to be printed with examination related details/information and examination instruction. First page will be printed as OMR sheet with booklet serial number and barcodes. 2<sup>nd</sup> page will be printed instruction to candidates, Evaluator and Re-evaluator. Last 02 pages (Page No. 31 & 32) to be left for rough work and caution note to be printed on it “ROUGH WORK” and in box below “This page is meant for ROUGH WORK only. The content of this page will not be considered for evaluation”.
- Rest of the pages (Page No. 03 to 30) should be ruled horizontally with 1 cm space between lines and one vertical line written with NBER to be printed on all the pages. All the pages to be serially numbered. RCI logo watermark to be printed on all the pages.
- Each answer booklet should have a serial number printed / punched on its top right corner on first page. Stitching at left margin.
- Sample answer booklet can be seen in our office in Muttukadu during all working days (09.00 AM to 05.00PM). Vendor not inspecting answer sheet will be considered as answer sheet verified and should print the same booklet as provided by NIEPMD.

## **Tender Submission process**

Interested bidder may submit their quotes by giving all the necessary documents. **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**

**GSTIN: 33AABTN4536B1Z1**

## **Special Terms & Conditions**

1. The Bidder must be a registered company / firm / HUF.
2. The bidder should have their own agency facility at Chennai. 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. NIEPMD GSTN number (**33AABTN4536B1Z1**) to be used for invoicing purpose.
4. Bidders should provide brief profile of their work experience for the last three years. (Attach Proof)
5. The tender received through fax / e-mail / post etc. will not be accepted.
6. The materials should be delivered at the address mentioned in purchase order.
7. Approval with a sample copy of pre-printed answer booklet to be obtained before final printing.

8. Printing charges will be paid for actual quantity to be printed. Document printed with wrong data will be re-printed with no cost.
9. Vendor will be bound to deliver the printed materials with 07 days after finalization the proof from NIEPMD, NBER. Delay in supply the materials will cause a penalty of 10% 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 security amount.
10. Vendor will make all correspondence through NIEPMD purchase department only. No direct communication with user department will be accepted.
11. The tender submitted by any other means except NIC e-procurement portal, will not be entertained under any circumstances.
12. 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. Printed answer booklets should be delivered to Institute within 10 days after the finalization.

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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(Department of Disability Affairs, Ministry of Social Justice & Empowerment, Govt. of India)  
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## **Information Sheet**

(To be uploaded)

Name and address of the bidder:

Note: Payment receipt for Rs.20,000/-(EMD) 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)  
(Copy of Balance Sheet / Audit Statement / IT returns, etc. to be attached as proof last 03 Financial Years.) **(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.

**Important Note:**

- a) All the certificate and undertaking required in tender document must be signed and mentioned with date on or after the tender release date.
- b) Any Certificate submitted without signature, without date or old date will not be considered for evaluation purpose.
- c) Where the certificates are having valid up status, the certificate expiry date should be after the last date of tender opening date.
- d) Any document uploaded with technical bid must be clear and in readable condition, hazy document or document in not readable condition will not considered for evaluation. Institute will not borne any responsibility in this regard.



## **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:-***

| Sl no | Particulars  | Yes/no | Tech bid doc Page no |
|-------|--|--------|----------------------|
| 1)    | Tender Document scanned copy duly signed on all pages.   |        |                      |
| 2)    | Proof of registered office in Chennai / Tamilnadu.   |        |                      |
| 3)    | Brief profile of their work experience for the last three years. (upload Proof)  |        |                      |
| 4)    | Receipt for EMD payment of Rs.20, 000/- (Rupees Twenty thousand Only) to be uploaded.  |        |                      |
| 5)    | Photocopy of valid NSIC/SSI/DGS&D Registration Certificate / Review Certificate to be uploaded in case of claiming EMD exemption.  |        |                      |
| 6)    | 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 answer booklets |        |                      |
| 7)    | Copy of affidavit duly notarized or certificate issued by Competent Authority as a proof of proprietary (in case of Partnership firm).   |        |                      |
| 8)    | Copy of appropriate PAN Card   |        |                      |
| 9)    | Copy of Registration with Service Tax and GSTN.<br>Copy of GSTN Certificate  |        |                      |
| 10)   | Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last 03 financial year.  |        |                      |
| 11)   | Firm / Company Registration certificate (Copy to be uploaded)  |        |                      |
| 12)   | 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.  |        |                      |
| 13)   | Certificate by the bidder to be uploaded that they have read and understand all the term and conditions mentioned in the tender document.  |        |                      |
| 14)   | Undertaking to supply on credit of 30 days after clear receipt of materials  |        |                      |
| 15)   | Undertaking to supply of printed material within 07 days after award of contract.  |        |                      |