

N0.15-72/2008-NTCA.(Part-I)
Government of India
Ministry of Environment, Forest & Climate Change
National Tiger Conservation Authority

B-1 Wing, 7th Floor, Pt. Deendayal Antyodaya Bhawan
Lodhi Road, New Delhi – 110 003
Tele. (EPABX): 011-24367837-42
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Dated: 11TH January, 2019

**Limited Tender Enquiry for preparation, developing, Printing and publishing of
Tiger guide book in Hindi**

National Tiger Conservation Authority proposes to print a book in Hindi. Accordingly sealed tenders are invited for preparation, developing, printing and publishing of tiger guide book in Hindi from vendors/firms with the following details:

1. **Name of work :** Preparation, developing, Printing and publishing of Tiger Guide book in Hindi.
2. **Specifications:** Quantity- 700 Nos.
Size: 8" x 6"
Pages: 350 Approximately.
3. **Material to be used:** Montblanc Extra White 100 GSM
4. **Front & Back pages:** Montblanc Extra White 270 GSM
5. **Amount of E.M.D.** Rs. 10,000/- (Rupee Ten Thousand Only)
6. **Last Date and Time of submitting Tender** 30th Jan, 2019 at 2:00PM
7. **Date and Time of Opening of Technical Bids:** 30th Jan, 2019 at 3:00PM
8. **Date and Time of opening of Financial Bids:** 30th Jan, 2019 at 4.00pm
9. **Mode of EMD and Tender fee:** Tenderers should make separate D.D. for "EMD" in favour of "**Member Secretary, Tiger Conservation Authority Fund**" payable at New Delhi.
10. **Important Note for Bidder:** Envelopes super-scribed with "**Tender for preparation, developing, printing and publishing of Tiger guide book in Hindi**" shall be addressed to "**The Additional Director General (PT) & MS, NTCA, National Tiger Conservation Authority, B-1 Wing, 7th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi – 110 003** and dropped in the Tender Box, kept for the purpose in office or may be sent by registered parcel/speed post/couriers etc..

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BID PROCEDURE AND FORMS (TWO BID FORMAT)

- (i) The tender should be submitted in two covers: One super-scribing Technical Bid and Second Financial Bid and both the envelopes should be put in another envelope and this envelop should be super-scribed "**Tender for preparation, developing, printing and publishing of Tiger guide book in Hindi**". All the three envelopes are to be duly sealed. Technical Bid and Financial Bid shall be opened separately. No indication of the Price will be made in the Technical Bid.
- (ii) Tender will be opened in the presence of Bidder on the due date as per schedule mentioned in the Tender document. No correspondence in this regard will be entertained. Incomplete Tender or Tender in which both Technical Bid and Financial Bid are found in the same envelope is liable to be rejected. All Columns should be furnished with relevant details and no column should be left blank. The Financial Bid will be opened only in case that fulfill the eligibility conditions and furnish all documents as given in the Technical Bid.
- (iii) Bidder shall furnish the documents as per Technical Bid Form at **Annexure-I**
- (iv) The bidder are required to strictly adhere to specification mentioned in para No. 2 to 4 and may submit a sample duly super scribed with the name of their firms. This sample may be deposited in the Section, National Tiger Conservation Authority, at the time of submission of the tender documents. However, submission of sample is not mandatory. These samples shall be considered by the Tender Committee at the time of opening of Tender Bids. Unsuccessful bidders may take their sample back after the completion of proceedings of the Tender from Section at National Tiger Conservation Authority within 30 days.

Please Note that the tender document is subject to verification with the original tender document, and if any discrepancy is found, the tender would be rejected. The NTCA reserves the right to reject any or all tenders, without assigning any reason thereof.

TERMS AND CONDITIONS

1. Prices quoted shall be Firm and strictly as per specifications and shall be inclusive of all charges. The taxes must be quoted clearly and separately. If the taxes are not quoted separately, it will be presumed that the rates quoted are inclusive of taxes.
2. Though NTCA prefers to deal with manufacturers/Principal manufacturers directly, it may also consider the offer received through its authorized channel partners, provided the principal manufacturers authorize the said channel partner in this regard.
3. The Bidder shall ensure that they have rendered satisfactory performance during the last three years and the order/orders placed subsequently should not have been cancelled and closed by any department of Government of India or Public Sector Undertaking in the last three years due to unsatisfactory performance. All such firms whose order/contract have been cancelled or closed or the firms debarred are not eligible to apply. Any suppression of material facts or discrepancy in this respect will lead to disqualification of the bid.
4. The bidder shall submit all the documents as indicated in the Technical Bid Performa in support of their eligibility failing of which the bidder will be disqualified.
5. NTCA reserves the right to accept or reject any or all Bids including the lowest Bid/s without assigning any reason. The decision of the NTCA will be final and binding on all concerned. The prices quoted by the bidder should be firm and definite.

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6. Bids are liable to be summarily rejected due to incomplete information/incorrect information/non fulfillment of technical qualification. NTCA's decision in this regards shall be final.
7. The quantities indicated in **Annexure-II** are tentative and may be increased /decreased at the sole discretion of the NTCA and the Bidder shall have no right to claim any minimum/definite volume of business.
8. The payment for the ordered item would be made after the articles have been received and found in order. Normally payment shall be made through a RTGS/NEFT/E- payment system within reasonable time of the receipt of goods to our entire satisfaction.
9. The rates should be valid at least for one year from the last date of receipt of quotations/Tenders.
10. All the columns of the annexure attached shall be duly filled in separately. The rates shall be quoted both in figures and words. The Tender should be signed by the authorized signatory of the firm.
11. The payment will be made on actual basis after receipt of goods as per specifications. In case the goods are rejected these have to be removed by the supplier at his own cost.
12. No payment will be made in advance for any supplies under this tender. The valid documentary proof of Sales Tax, VAT/Service Tax Registration No. & details of Income Tax registration (PAN) should be submitted along with the quotation. NTCA reserves the right to accept or reject any tender without assigning any reason.
13. The NTCA reserves the right to verify/seek confirmation of all original documentary evidence submitted by the venders in support of the tenders, specifications for eligible criteria. In case any information furnished by vender is found false/incorrect the tender will be rejected.
14. **Earnest Money:**
 - (a) The earnest money of all the unsuccessful tenderers will be returned as early as possible after the expiry of the period of the bid validity and after issue of the purchase order. No interest will be payable by the purchaser on the Earnest Money Deposit.
 - (b) **Forfeiture of Earnest Money:** The earnest money will be forfeited in the following cases:
 - (i) When the bidder does not deposit the performance security money after the purchase order is given.
 - (ii) When the bidder fails to commence the supply of items as per the purchase order within the prescribed period.
 - (iii) When information/certificate/document furnished is found false at any stage.

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15. Performance Security: The successful bidder shall be required to deposit performance Security for an amount equal to 5% of the anticipated cost of the tender within 2 weeks for conveying NTCA's intention for accepting the bid and execute agreement. Performance Security shall be submitted in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Bank Guarantee from a Commercial Bank in favour of "**Member Secretary, Tiger Conservation Authority Fund**". Performance Security will not bear any interest while in the custody of NTCA. The performance Guarantee should be valid up to 60 days from the actual date of completion of the work.

Performance Security will be discharged after completion of vendor/firm's performance obligations under the contract. If the Service Provider fails or neglects any of his obligations under the contract, it shall be lawful for NTCA to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

16. Termination of Supply order :- The Authority Shall have the right to cancel the supply order in part or in full in any of the following cases:-

- (i) The supply delayed for causes not attributable to natural calamity for more than one month after the scheduled date provided in the agreement/Work Order/Supply Order.
- (ii) For any other reasons which, in the opinion of NTCA, warrants cancellation of Work Order/Supply Order.

Nishant Verma 11/1/19
(Nishant Verma)

Deputy Inspector General of Forests, NTCA

-: Technical Bid :-

(To Be Filled By the Vendor/ Bidder)

1. Nature of work: **Preparation, developing, Printing and publishing of Tiger guide book in Hindi**
2. Name of the Vendor :
3. Full Address of the Vendor:
4. Telephone/ Mobile No. / Fax:
5. Details of the DD For EMD Amount (Refundable):
D.D. No. _____ Dated _____ drawn from the
bank _____
6. PAN of the Company/individual:
7. Service tax Registration number (if any):
11. VAT (TIN No.) if any:
12. Details of works carried out with Govt. Department
in the last three years. (Enclose copy of work order)
13. Annual turnover for last three years.
(Enclose Income Tax Return)
14. Whether work order/contract received from Govt.
Department was cancelled/closed or firm was
debarred (if any).

Seal and Signature of the bidder/Vendor.

(Annexure –II)

-: Financial Bid :-

Rates Quoted should be net unit rate (Inclusive of all charges such as packing, forwarding, freight, labour GST as applicable should also be included while quoting the rates, failing which bidder will not be eligible for payment of the above levies). The price must be quoted in form given below in typed form only failing which the bid would be rejected. No price shall be quoted in hand writing.

S. No	Particulars	Quantity	Price per unit (Inclusive of Taxes) In figures and words	Total Amount I (Inclusive all taxes)
1	Preparation, developing, Printing and publishing of book in Hindi	700		
			Total Amount	
	Total Amount (In words)			

I accept unconditionally all the terms and conditions of the Bids document and undertake to abide by all of them.

Seal and Signature of the bidder/Vendor

Name:

Mobile no.

Address: