



**National Handloom Development Corporation Limited
(A Government of India Undertaking)**

Corporate office:

Wegmans Business Park, tower 1, Plot No. 3,
Sector Knowledge Park – 3, Surajpur Kasna road,
Greater Noida – 201 306

Request for Proposal

For

‘Printing & Delivery of Annual Report – 2017-18’

Disclaimer

1. This RFP document is neither an agreement nor an offer by National Handloom Development Corporation Ltd (hereinafter referred to as NHDC) to the prospective Applicants or any other person. The purpose of this RFP is to provide information to the interested parties that may be useful to them in the formulation of their proposal pursuant to this RFP.
2. NHDC does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP document and it is not possible for NHDC to consider particular needs of each party who reads or uses this RFP document. This RFP includes statements which reflect various assumptions and assessments arrived at by NHDC in relation to the statement of work. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. Each prospective Applicant should conduct its own investigations and analyses and check the accuracy, reliability and completeness of the information provided in this RFP document and obtain independent advice from appropriate sources.
3. NHDC will not have any liability to any prospective Applicant/ Firm/ or any other person under any laws (including without limitation the law of contract, tort), the principles of equity, restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of NHDC or their employees, any Advertising agency or otherwise arising in any way from the selection process for the Assignment. NHDC will also not be liable in any manner whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon any statements contained in this RFP.
4. NHDC will not be responsible for any delay in receiving the proposals. The issue of this RFP does not imply that NHDC is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the services and NHDC reserves the right to accept/reject any or all of proposals submitted in response to this RFP document at any stage without assigning any reasons whatsoever. NHDC also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the RFP Application.
5. The information given is not exhaustive on account of statutory requirements and should

not be regarded as a complete or authoritative statement of law. NHDC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

6. NHDC reserves the right to change/ modify/ amend any or all provisions of this RFP document. Such revisions to the RFP / amended RFP will be made available on the website of NHDC.

RFP Ref No: NHDC/AR/001/2018-19

National Handloom Development Corporation Ltd,
Wegmans Business Park, Tower 1,
Sector Knowledge Park – 3, Surajpur Kasna Road,
Greater Noida – 201306

Notice Inviting Tender

1. National Handloom Development Corporation Ltd (NHDC), a Govt. of India Undertaking, Ministry of Textile, invites bids through two stages (Technical and Financial Bid) against RFP for Printing and Delivery of Annual report – 2017-18”.
2. The tender document may be downloaded from www.nhdc.org.in and CPPP site <https://eprocure.gov.in/epublish/app> as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

1	Published Date	17/09/2018
2	Bid Document Download Start Date and Time	17/09/2018
3	Bid Submission End Date and Time	25/09/2018 at 1.00 pm
4	Bid Opening Date and Time	25/09/2018 at 3.00 pm

3. Bidders shall not tamper/modify the tender form including financial bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with NHDC .

5. Intending tenderers are advised to visit National Handloom development Corporation's website www.nhdc.org.in and **CPPP site <https://eprocure.gov.in/epublish/app>** regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

6. EMD cost:

Earnest money deposit	INR 25,000 in the form of DD from a Nationalized bank in India and drawn in favour of National Handloom development Corporation Ltd, Greater Noida.
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7. The Hard Copy of technical and financial Bid including EMD cost must be delivered to the address given below on or before bid submission end date/time as mentioned in the critical date sheet. Bids not accompanied with EMD is liable to be rejected. The EMD shall be refunded after the finalization of tender without any interest. NSIC/MSME registered agencies are exempted for EMD.

**National Handloom Development Corporation,
Wegmans Business Park, Tower 1, 4th Floor,
Sector Knowledge Park – 3, Surajpur Kasna Road,
Greater Noida – 201306**

8. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After opening of Technical Bid the results of their qualification as well Financial Bid opening will be intimated later.

9. Submission of Bids:

The bidders are required to submit two separate Bids i.e. Technical and Financial.

The two bid should be submitted in separate sealed envelope superscribed as “Technical Bid for Printing and Delivery of Annual Report” and “Financial Bid for Printing and Delivery of Annual Report”. Both sealed envelopes should be put in a third sealed envelope superscribed “Tender for Printing and Delivery of Annual Report”.

Envelope of Technical Bid shall contain the EMD. A bid not accompanied with EMD is liable to be rejected.

INTRODUCTION

National Handloom Development Corporation Limited (NHDC) was set up in February 1983 as a Public Sector Undertaking by the Government of India as an autonomous body under the Companies Act 1956 in pursuance of the imperative need for a National Level Agency to assist the speedy development of the Handloom Sector by coordinating all action covering the procurement and supply of inputs at reasonable prices augmenting the marketing efforts of State upgrading the technology in the Handloom Sector & improving productivity.

The objective of this RFP is to select an agency who are interested and capable of printing & delivery of Annual reports, Books, Magazine etc.

1. COST OF BIDDING

The Bidder shall bear all the costs associated with the preparation and submission of its bid and NHDC, hereinafter referred to as the purchaser, will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

2. BIDDING DOCUMENT

The Bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidders' risk and may result in the rejection of its bid without any further reference to the bidder. Bidder should strictly submit the bid as per RFP failing which bid will be rejected as non-responsive.

3. LANGUAGE OF BIDS

The bids prepared by the bidder and all correspondence and document relating to the bids exchanged by the bidder and NHDC, shall be written in English.

4. AMENDMENT OF BIDDING DOCUMENTS

At any time prior to the last Date and Time for submission of bids, NHDC may, for any reason, modify the Bidding Documents through amendments at the sole discretion of the NHDC. All amendments shall be uploaded on the NHDC websites (www.nhdc.org.in) and will be binding on all who are interested in bidding. In order to provide prospective Bidders a reasonable time to take the amendment if any, into account in preparing their bid, NHDC may, at its discretion, extend the deadline for submission of bids.

5. CONTACTING THE PURCHASER

Any effort by a bidder to influence the Purchaser in evaluation of the bid, bid comparison or contract award decision may result in the rejection of the Bidders' bid. Purchaser's decision will be final and without prejudice and will be binding on all parties.

6. PURCHASERS RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS

The purchaser reserves the right to accept or reject any bid and annul the bidding process or even reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or without any obligation to inform the affected bidder or bidder's about the grounds for the purchaser's action. The purchaser reserves the right to accept or reject any technology proposed by the vendor. The purchaser reserves the right to select more than one vendor keeping in view its large requirements.

7. MODIFICATION AND WITHDRAWAL

Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No bid will be modified after the deadline for submission of bids. No bidder shall be allowed to withdraw the bid, if bidder happens to be successful bidder.

8. REVELATION OF PRICES

The prices in any form or by any means should not be disclosed in the technical or other parts of the bid except in the commercial bid. Failure to do so will make the bid liable to be rejected.

9. CLARIFICATIONS OF BIDS

To assist in the examination, evaluation and comparison of bids the purchaser may, at its discretion, ask the bidder for clarification. The response should be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

10. BID EARNEST MONEY

Bidder has to submit the Bid Earnest Money of INR 100000/- through Demand Draft. Bids received without EMD shall be summarily rejected. EMD of un-successful bidders will be returned on completion of rate approval process whereas EMD of successful bidder will be returned on submission of the Performance Bank Guarantee.

11. LATE BIDS

Any bid received by the Purchaser after the deadline for submission of bid will be rejected and/or returned unopened to the Bidder.

12. OPENING OF BIDS

All the bids will be opened at the date, time and locations mentioned in RFP (as per tender schedule). The technical bids will be opened in the presence of representatives of the bidders who choose to attend.

13. PERIOD OF VALIDITY

Bids shall remain valid for a period of minimum 6 months from the date of bid submission prescribed by NHDC. A bid valid for shorter period shall be rejected by the Bank as non-responsive.

14. BID CURRENCY

The Prices in the bid document shall be expressed in Indian Rupees (INR) only.

15. BIDDING PROCESS (TWO STAGES)

For the purpose of the present job, a two-stage bidding process will be followed. The response to the present tender will be submitted in two parts:

1. Technical Bid
2. Financial bid

The bidders are required to submit two separate Bids i.e. Technical and Financial.

The two bids should be submitted in separate sealed envelope superscribed as "Technical Bid for Printing and Delivery of Annual Report" and "Financial Bid for Printing and Delivery of Annual

Report". Both sealed envelopes should be put in a third sealed envelope superscribed "Tender for Printing and Delivery of Annual Report".

Envelope of Technical Bid shall contain the EMD and Tender fee. Bids not accompanied with EMD and bid document cost is liable to be rejected.

16. BID OPENING AND EVALUATION

In the event of the specified date of bid opening being declared a holiday for purchaser, the bids shall be opened at the specified time and place on next working day. In the first stage, only TECHNICAL BID will be opened and evaluated. Those bidders satisfying the technical requirements as determined and accepting the terms and conditions of this document shall be short-listed. In the second stage, the FINANCIAL BID of only those bidders, whose technical bids are short-listed, will be opened. Technically qualified Bidder, who quotes the lowest rate, shall be treated as L1 and the same (L1) will be awarded the contract.

The Purchaser reserves the right to accept or reject any bid (at any stage) submitted by the bidder without assigning any reason thereof. Decision of the Purchaser in this regard shall be final and binding on all the bidders.

17. RESOLUTION AND DISPUTES

In case any dispute between the Parties, does not settle by negotiation in the manner as mentioned above, the same shall be resolved exclusively by arbitration and such dispute shall be submitted by either party for arbitration within 20 days of the failure of negotiations. Arbitration shall be held in Greater Noida/NCR and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or amendment thereof.

The arbitrators shall hold their sittings at Greater Noida/NCR. The arbitration proceedings shall be conducted in English language. Subject to the above, the courts of law at New Delhi alone shall have the exclusive jurisdiction in respect of all matters connected with the Contract/Agreement.

This document and services hereunder shall be governed by and construed and enforced in accordance with the Laws of India and only the courts in New Delhi shall have exclusive jurisdiction for any dispute arising out of as in relation to this tender.

18. PERFORMANCE BANK GUARANTEE

The successful bidder has to submit the Performance Bank Guarantee, detailed as under: Performance Bank Guarantee will be 10% of Contractual value and shall be submitted by the L-1 approved vendor. In case vendor fails to perform the contract, NHDC shall invoke the Bank Performance Guarantee to recover penalty/damages. EMD Money of un-successful bidders will be returned on completion of rate approval process whereas EMD of successful bidder will be

returned on submission of the Performance Bank Guarantee.

19. SIGNING OF CONTRACT

The successful bidder(s) shall be required to enter into a rate contract with NHDC, within 07 days of the award of the tender or within such extended period as may be specified, on the basis of the Tender Document, the Tender of the successful bidder, the letter of acceptance and such other terms and conditions as may be determined by NHDC to be necessary for the due performance of the work in accordance with the Bid and the acceptance thereof, with terms and conditions shall be contained in the Agreement to be signed at the time of execution of the Form of Contract. The rate contract will be valid till the completion of work order, unless terminated by NHDC before due date.

20. USE OF DATA & RECORDS

NHDC will provide all the data required to be printed on Annual report – 2017-18 to L1 only. It is the duty of the L1 to maintain secrecy and confidentiality towards the preservation and safety of data. Any adverse will lead to the blacklisting as well as forfeiture of performance Guarantee.

21. USE OF CONTRACT DOCUMENTS AND INFORMATION

The supplier shall not, without the purchaser's prior written consent, make use of any document or information provided by Supplier in Bid document or otherwise except for purposes of performing contract.

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The supplier shall not, without the purchasers prior written consent, make use of any document or information provided by Supplier in Bid document or otherwise except for purposes of performing contract.

23. DELAYS IN THE SUPPLIER'S PERFORMANCE

Delivery of the goods and performance of the Services shall be made by the supplier in accordance with the time schedule specified by purchaser. Any delay in performing the obligation by the supplier will result in imposition of liquidated damages and/or termination of rate contract for default.

24. TERMINATION OF CONTRACT

NHDC shall be under no obligation to accept any offer received in response to this RFP and shall be entitled to reject any or all offers without assigning any reason whatsoever and without any cost or compensation therefor. NHDC has the right to re-issue the RFP. NHDC reserves the right to make any change in the terms and conditions of purchase during the process that will be informed to all Transporters. NHDC will not be obliged to meet and have discussions with any Transporter, and/or to listen to any representations once their offer is rejected. Any decision of NHDC in this regard shall be final, conclusive and binding upon the Bidders.

25. FORCE MAJEURE

If at any time the performance, in whole or in part, by either of any obligation under the contract, shall be prevented or delayed by reasons of any war or hostility, acts of public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restriction, strikes, or acts of god (hereinafter referred to as events), provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence of the event, party shall by reasons of such event, be entitled to determine the contract arising out of the contract nor shall either party have any claim for damages against the other in respect of such event. Obligations arising out of this contract shall resume after the event or events have come to an end or ceased to exist. The decision of NHDC as to whether such event or events have come to an end or ceased to exist or whether deliveries of the equipment by the Service Provider have been resumed or not shall be final and conclusive. Provided both the parties may at their option terminate their obligations under the contract and thereupon NHDC shall be at liberty to take over from the Service Provider all the works at a price to be fixed by NHDC, which shall be final, and the Service Provider shall refund forthwith the amount paid to him by NHDC.

TERMS AND CONDITIONS FOR PRINTING OF YARN PASSBOOK:-

1. ACCEPTANCE OF ORDER: NHDC has a right to cancel the order if the same is not accepted within a period of 7 days from the date of the order.

2. DELIVERY TIME: 15 days from the issue of Purchase order.

3. PAYMENT TERMS: Payment will be released on the successful completion of printing and delivery of Annual Report – 2017-18

4. PENALTY

a) FOR LATE DELIVERY

- i) Penalty for delayed supplies will be on prorata basis i.e.2% beyond the specified time on fortnightly basis
- ii) If the selected Bidder fails to complete due performance of the contract in accordance with the terms and conditions agreed during the final contract negotiation, NHDC reserves the right either to cancel the contract or to accept performance already made by the selected bidder. In case of termination of contract the NHDC reserves right to recover an amount equal to Performance Deposit as Liquidated Damages for non-performance.

SCOPE OF WORK

Item No.	Item Description	Estimated Quantity
1	<p>ANNUAL REPORT BOOKS</p> <p>To be printed in English and Hindi (Bilingual).</p> <p>SIZE: Standard Book size of Annual report</p> <p>PAPER: Cover page : 300 GSM good quality Art Card Inside page : 130 GSM white Maplitho paper</p> <p>PAGES* : Books of 200 pages approx plus cover (4 pages)</p> <p>TO BE SUPPLIED AT NHDC GREATER NOIDA</p> <p>Proof/Sample to be submitted for approval within 7 days from the date of Purchase Order.</p>	250 copies

*Number of pages may increased/decreased.

PROOF OF CHECKING & DELIVERY

The tender should include all costs including cost of paper/labour charges and taxes & delivery. No advance payment will be given. No separate bill for paper and labour charges will be paid.

VARIATION IN PRINT ORDER

The print order may be increased /decreased by 20% and no time extension will be allowed in case of increase in number of copies, whatsoever the case may be.

TECHNICAL BID

Annexure-1

A. ELIGIBILITY CRITERIA:

1. Experience in Printing and Delivery of Annual report/Magazine/Books and similar documents etc of at least 03 numbers of reputed organisation.
2. A minimum turnover of Rs. 50 Lakh during the last three years, ending 31st March of the previous financial year i.e. 2014-15-15, 2015 -16 & 2016-17.

B. BIDDERS INFORMATION

Please provide following information about the Company (Attach separate sheet if required):-

1.	Company Name		
2.	Date of Incorporation		
3.	Company Head Office Address		
4.	Registered office address		
5.	TIN/TAN No.		
6.	GST No		
7.	Authorized Signatory's Name: Designation: Phone Mobile No. E-mail:		
8.	Whether MSME (quote registration no. and date of registration,)		
10.	Bank Account Detail: Account Number, Account Name, IFSC, Bank Name		
11.	Specimen Full signature and Initials of Authorized Signatory		
12.	Contact persons address, telephone number, mobile number, Fax Number, E-Mail ID. (give at least 2 contact persons details other than authorized signatory)		
Please mention turnover for last three financial years and			
2014-15			
2015-16			
2016-17			

C. LIST OF DOCUMENTS TO BE ATTACHED WITH TENDER:

1. Work Order and Completion certificate in support of Experience in Printing and delivery.
2. Copies of Audited Balance Sheet in support of Turnover for Financial Year 2014-15, 2015-16 and 2016-17.
3. Copy of ITR for the financial year 2014-15, 2015-16 & 2016-17.
4. Copy of Company registration certificate, GST registration & Pan Card.
5. If MSME, copy of registration certificate/document.
6. Authority letter authorizing signatory of applicant to sign the application and other documents from time to time.
7. Proof for payment of EMD.

OTHER TERMS AND CONDITIONS

1. Your Offer should be valid for at least 90 days from the due date specified. It should be inclusive of all costs and charges including Printing, delivery, other statutory charges etc. Quantum and amount of Taxes must be mentioned therein. Tender should be signed by authorised signatory/agent with stamp/ seal of the Firm/Company.
2. It may be noted that once the order is accepted, you will be bound to execute it within the period specified and no request for increase in rate subsequently nor any excuse for not executing the order on account of non-availability of paper will be entertained. We shall not pay any advance against our order, to whomsoever it is eventually awarded.
3. The rates should be quoted for the item/items as per the specifications mentioned in our enquiry/as per the specimen.
4. If after the item is delivered, it is discovered that the material supplied/used, is not exactly according to our specification/quality stipulated, such supply will be rejected at the supplier's cost.
5. NHDC will provide all the data required to be printed on Annual report to L1 only. It is the duty of the L1 to maintain secrecy and confidentiality towards the preservation and safety of data. Any adverse will lead to the blacklisting as well as forfeiture of performance Guarantee.
6. Annual report to be printed in Bilingual (English & Hindi). All data will be provided in English only. Translation of data, content will be the responsibility of bidder (L1) at their own cost and the same shall be vetted by NHDC before printing.
7. In case of failure/delays in supplies fully or partially, NHDC is at liberty to get the same printed through other sources at its sole discretion and the difference in cost, if any, will be recoverable from defaulting party from their Security deposit.
8. Printed stationery must be properly labelled and packed according to our requirement and delivery to be effected as per our instructions.

9. NHDC decision for selection of vendor in this regard shall be final. NHDC reserves the right to ask for the Bank (performance) guarantee, for the proper execution of the order.
10. Printers who do not effect supplies according to the delivery schedule will be liable for all damages/ detriment or losses to NHDC and in case despite warning, they continue to be too late in deliveries, they may be disqualified for further inquiries/entrustment of work.
11. Penalty for delayed supplies will be on prorata basis i.e.2% beyond the specified time on fortnightly basis.
12. NHDC reserves its right to reject any/all Tenders, without assigning any reasons for cancellation at any stage.
13. Only those Bidders who fulfill the Eligibility Criteria are eligible to respond to the RFP. Offers received from the Bidders who do not fulfill any of the Eligibility Criteria will be rejected.

FINANCIAL BID**Sub: Tender for printing & and Delivery of Annual Report**

Sr.No.	Particulars of Printing and Delivery of Annual report	
	Description : Annual Report – 2017-18	
	Estimated Quantity : 250 copies	
S. No.	Particulars	Amount (Rs.)
1	Charges per Book including Printing and delivery.	
2	Total quantity	250 copies
3	Taxes and Duties	
4	Total Cost	

The above rates are submitted as per your specification after verification of your specimen. We are aware that if the tenders are not submitted in the prescribed format the same are liable for rejection.

AUTHORISED SIGNATORY