



**National Institute of Food Technology Entrepreneurship and Management (NIFTEM)**  
Deemed to be University (De-novo Category) under Section 3 of the UGC Act, 1956 and  
an Autonomous Institution under Ministry of Food Processing Industries, GOI,  
Plot No 97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District-Sonepat (Haryana)

**Tender No. N/PuS/P/2021/13/24/**

**Dated: 14.10.2021**

**NOTICE INVITING TENDER**

**ONLINE TENDER FOR ANNUAL RATE CONTRACT (ARC) FOR PRINTING WORKS AT  
NIFTEM CAMPUS, KUNDLI, DISTT.- SONEPAT, HARYANA.**

National Institute of Food Technology Entrepreneurship and Management (NIFTEM) is a registered society and an autonomous organization under Section 3 of the UGC Act, 1956 and an Autonomous Institution under Ministry of Food Processing Industries, GOI. NIFTEM functions as a centre for integrated education, research, enterprise incubation and outreach in area of Food Science, Food Technology & Business Management. NIFTEM has been set up on a 100-acre campus near Delhi Singhu Boarder at Kundli, Distt-Sonepat, and Haryana at a cost of approx 500 crores.

**For and on behalf of NIFTEM online Tenders (Two bid system) are invited on CPPP eProcurement website <https://eprocure.gov.in/eprocure/app> from eligible Printing Agencies/Firms at NIFTEM Campus, Kundli, Distt.- Sonepat, Haryana.**

**Critical Date Sheet**

S.N.	Particulars	Important Dates	Time	Tender Processing Fee
1	Issue of Tender documents	14.10.2021	06.00 PM	1,000/- + 18% GST = ₹ 1,180/-
2	Pre-bid Meeting	21.10.2021	11.00 AM	
3	Start date for submission of bids	27.10.2021	04.00 PM	
4	Last date & time for submission of bids	09.11.2021	02.00 PM	
5	Date & time of opening of Technical Bids	10.11.2021	03.00 PM	
6	Date & time of opening of Financial Bids	Date & Time will be upload on CPP Portal who qualified in the Technical Bid.		

**Online Link for Pre-Bid Meeting:**

<https://niftemkundli.webex.com/niftemkundli/j.php?MTID=mcbef000d8b92c182f1ddc3ed96438fed>

Thursday, Oct 21, 2021 11:00 am | 2 hours | (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi

Meeting number: 2517 040 9683

Password: 5CNf82ereku

## 1. Mandate of NIFTEM:

NIFTEM is working as - '**Sector Promotion Organization**' & '**Business Promotion Organization**' of the food processing sector. It is a prime academic institution and offer B.Tech, M Tech and Ph D programmes in the areas of Food Technology and Management. The Institute has been granted Deemed to be University status under De-novo category under Section 3 of the UGC Act, 1956.

Major **Objectives** of NIFTEM are ó

- One Stop Solution Provider
- Skill & Entrepreneurship Development
- Facilitating business incubation services with its ultra modern pilot plant
- Conducting Frontier Area Research
- Developing world class managerial talent
- knowledge repository
- Upgradation of SME Clusters
- Promoting cooperation and networking

## 2. Scope of Work:

The scope of work under this tender is as follows:

Online tenders in Two Bids (Technical/Financial) are invited from interested and eligible firms for Annual Rate Contract for Printing and Supply of materials in NIFTEM Campus. (Items list is enclosed at **Annexure-I** of the Tender Document).

**6. Contract Period:** Initially for one year from the date of issue of Rate Contract. The period of contract can be extended further one year depending upon requirement on same terms & conditions.

## 7. Eligibility Criteria (Please attach supporting documents duly signed and stamped).

The tenderers must fulfill the following eligibility criteria:-

- i. The supplier/printer should have at least 3 years experience of printing work (offset, digital, 3D, etc) to any Central Govt. /State Govt./PSU/University/Research Instt./Colleges/MNC/Pvt. Ltd firms, etc. Attached the copies of work orders for last 3 years (2017-18, 2018-19 & 2019-20) with Rs. 10,000/- or above. In case of ARC, copies of ARC or Rate Contract alongwith annual work details with amount be enclosed, which should be duly signed by concerned authorized signatory. Minimum 05 work order or 02 ARC/RC for each completed financial year.
- ii. The supplier/ printer should have their own printing press with multicolor offset printing machine and designing team.
- iii. The average annual financial turnover during the last 3 years (i.e. 2017-18, 2018-19 & 2019-20, should be at least Rs.10 Lakh. (Attach audited copies of Balance Sheet and Profit & loss account)
- iv. The bidder should have PAN & GST as applicable and should submit a copy of such documents along with acknowledgement copies of the IT Returns for the last 3 years (2017-18, 2018-19 & 2019-20) (Attach copies)
- v. The bidders are also required to submit 03 satisfactory performance certificates from current clients.

- vi. Those agencies, who have worked with NIFTEM, are required to enclose good Performance Certificate otherwise they are not eligible to participate in bidding process. Besides those have been issued show cause notice or warning in past are also not eligible for submitting their bids. In case found the same will be rejected out rightly.
- vii. The bidder should have sufficient work force and infrastructure resources to carry out such work.
- viii. No subletting of work will be allowed at any stage.
- ix. The Hard Copy of tender document including Tender Fee must be reached at this addressed to the Registrar, National Institute of Food Technology Entrepreneurship and Management, Plot No.-97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District-Sonepat (Haryana) on or before bid opening date and time as mentioned in critical date sheet.

**Caution: All the bidders are specifically informed that while submitting tender, must ensure that signed documents as indicated in the tender documents are mandatory, otherwise tender will be summarily rejected and no second opportunity will be given to submit shortfall documents. In case of less bids, Institute has liberty to invite shortfall documents.**

The agencies (registered with MSME /NSIC registration) willing to claim any relaxation/exemption in tender fee, Turnover and Experience, etc, must submit claim for the same alongwith supportive document for consideration, otherwise, the same will not be extended. The relaxation/exemption will only be given, if the agency is registered for **applied category** of item(s)/services, etc. Upload proper Udyog Adhar Certificate from both side with specified validity and relevant service category. The bidders who are claiming relaxation/exemption are required to submit undertaking as per **Annexure-VI**.

**Note:** Since, Institute is situated at Kundli, Sonepat, therefore preference shall be given to local agencies.

#### **5. Bidding Procedure:**

**Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.**

**Tenderer/Contractor is advised to follow the instructions “Instructions to Bidder for Online Bid Submission”.**

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Bidding Application must be accompanied by the following:-

**Technical Bid (Attached signed and stamped copy of each document)**

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document (Scan Copies):

- i. **Proof for payment of Tender document Cost (T. Fee)** and permanent address of the Firm/Agency/Person.
- ii. The bidder are required to submit **“Bid Security Declaration”** accepting that if they withdraw or modify their bids during of validity, etc., they will be suspended for next 3 years as per **Annexure-VII**.

- iii. A complete list of clients including clients from Govt./Semi Govt./Autonomous Bodies/PSUs Institutions served during last three years with Name, Telephone No, etc along with copies of supply order.
- iv. Details of Bank Account of Bidder i.e. Account No., IFSC Code, MICR No., Bank Name and address, PAN/TAN/TIN/Service Tax/GST Registration number
- v. Copies of Income Tax Return of last 3 years (2017-18, 2018-19 & 2019-20).
- vi. Copies of audited balance sheet for the 3 years (2017-18, 2018-19 & 2019-20).
- vii. An authorization letter from the firm in favour of the person signing the tender documents.
- viii. An attested copy of the certificate of registration/incorporation pertaining to the legal status of the Bidder/Firm/Agency.
- ix. Annexure-V on stamp paper.
- x. Annexure I, III, IV duly signed and stamped. Annexure-VI & VII, if required.

### **Financial Bid**

1. Price bid format in the form of **BOQ\_XXXXX.xls**.

Opening of tenders(Technical bids only) will take place as mentioned in critical date sheet online at <https://eprocure.gov.in/eprocure/app> in the "Purchase Section, National Institute of Food Technology Entrepreneurship and Management, Plot No.-97, Sector-56, HSIIDC Industrial Estate, Kundli-131008, District-Sonepat (Haryana)" in the presence of the representatives of the Firms/Tenderers, who may wish to be present at that time. At the time of tender opening Firms/Tenderers have to come with bid acknowledgement slip that is generated by the system after successfully bid submission. Firms/Tenderers can view their live bid opening at their remote end also. No separate intimation will be sent to the firms/Tenderers in this regard

The tender not submitted in the prescribed formats or incomplete in detail is liable for rejection. NIFTEM is not responsible for non-receipt of tender within the specified date and time due to any reasons, including postal holidays or delays.ø

### **6. Evaluation Procedure:**

The eligibility of bidder and their technical bid will be evaluated by the Technical Evaluation Committee on the basis of documents submitted by the bidders with the Technical Bid. The financial bids will only be considered of those bidders who qualify the eligibility criteria and other terms and conditions as laid down in the tender. In this regard the decision of Institute shall be final.

### **General Term & Conditions**

- i. **In case, after Pre-bid meeting (wherever applicable) any modification(s)/addition(s)/deletion(s) or any alternation in the requirement(s)/ specification(s) etc is required, the same will be appended on the NIFTEM website- [www.niftem.ac.in](http://www.niftem.ac.in), therefore, all the bidders are advised to visit our website before filling/submitted their tenders. No separate advertisement/information will be published in this regard in the Newspapers.**
- ii. Acceptance of tender will be intimated to the successful tenderer through a letter of intent (LOI) duly signed by the authorized signatory of the institution.
- iii. Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the tender in any respect.
- iv. **Validity of bids should be 180 days from the opening of technical bid.**
- v. NIFTEM will not compromise with the quality/sub-standard material. At any stage, it is found that supplier has supplied inferior quality or different Payment shall be made for such items after reasonable deduction(s)/ rejection of the lot and forfeiting of Performance Security, as deemed fit, in the circumstances & decided by Institute.

- vi. **The selected agencies will submit Rs. 50,000/- (rupee fifty thousand only) as Performance Security within 15 days after award of work which will be kept till validity of contract.** The performance security will be refunded/ returned to the agency after satisfactory performance, without any interest after the expiry of contract period and it should also remain valid for a period of sixty days beyond the date of completion of all contract obligation of the supply including guarantee obligation.
- vii. NIFTEM s officials can visit the work place of successful bidder and can review the progress of work and can instruct regarding quality aspect.
- viii. **The rates quoted by the bidder shall be complete for supply and placing of the finished items as per the specification(s) and GST Extra and inclusive loading, unloading, packing, transportation from works to NIFTEM, installation etc and nothing extra/additional shall be payable on these rates.**
- ix. In any case, if tenders are not opened due to any reason, the Tender documents, processing Fee shall be returned to all bidders.
- x. Conditional Tender will not be accepted.
- xi. The Institute can ask any clarifications & documents at any stage of the procurement depending upon the circumstances to ascertain quality of material used in manufacturing of items. All wood should be fully seasoned with no defect.
- xii. Tender Fee **of Rs. 1,180/- (non-refundable)** payable only in the form of Bank Draft from State bank of India, in favour of NIFTEM payable at Delhi. Cheque/Bank Guarantee are not accepted, if so in the tenders will not be acceptable.

## 7. Payment

- i. The payment will be made on submission of bills after complete satisfactory supply of items. No advance payment will be made against the supplies.
- ii. Counter conditions by the Tenderers in matters concerning payment of bills shall not be acceptable.

8. NIFTEM reserves the right to accept or reject any/all tenders without assigning any reason(s).

9. Tenders not on the prescribed Performa (attached), without requisite details, EMD and Processing Fee and received after the closing date/ time of tenders and tenders with any rider will summarily be rejected.

10. Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practices, the tender of such firm will be rejected.

## 11. Evaluation criteria for Empanelment/ARC/RC for printing works

- 1. The interested agencies are required to quote their best rates for the items as mentioned in the Financial Bid (**Annexure-II**). Agencies/Contractors may only quote rates for those items, which they are easily capable to supply on requirement. They can add more items, which they can supply. If required, clarification/acceptance from the agencies will also be obtained.
- 2. After financial bid opening, the Technical Evaluation Committee will prepare a comparative chart and then arrive at minimum rates (L1) as quoted by the agencies for different items. Thereafter, the TEC will go through the rates of each item and finalized acceptable rates for different items. "Acceptable rates" means minimum rates as finalized by the TEC.
- 3. These finalized rates will be shared with those agencies which participated in this bid, through email/letter and asked them to communicate their written consent to supply the said item(s),

as indicated in the letter at finalized rates during the period of Contract. Those agencies who accept the finalized rates will be empanelled with the Institute as ARC vendor. Initially that will be given ARC contract for one year from the date of such award of work. The contract can be extended further on mutual consent on year to year basis on satisfactory performance upto next 3 years. The institute has right to discontinuing any agency before the completion of period of contract.

4. The supplies are required to make supply within the period as indicated in the work order. In case of any emergency, the agency has to ensure the supply within short notice i.e. 2-3 days. The rates should be inclusive cartage, labour, loading and unloading, supply upto NIFTEM Campus.
5. If any agency is quoting unreasonable rates, which is not acceptable to other vendors or other vendors object on unreasonable of the rates, the acceptable rates will be decided after negotiation or as the case may be.

**12. Allocation of Work:**

1. The allocation of work will be made on roaster basis but in case of urgency or any other reason any specific work can be award to any specific agency. If any agency failed to carryout assignment work repeatedly, further work will not given to that agency until satisfactory reply and in case or refusal more than 3 occasion then their ARC contract shall stand cancelled automatically without affording further opportunity.
2. If any agencies refused to carry out any assigned work on whatsoever ground, further orders will not be given.

**13. Arbitration Clause:** That in case of any dispute between party of first part(NIFTEM) and the part of other party(Agency) arising out of or in relation to the agreement, the dispute shall be referred to Hon ble Vice Chancellor for arbitration. The award of the said Arbitrator shall be binding upon both parties. The seat of the arbitration shall be at NIFTEM, Kundli, Sonapat.

**14. Withholding of Payment:** This clause authorizes Buyer to withhold payment till end when seller fails in its contractual obligation. The standard text of this clause is as under:

“In the event of the Seller’s failure to submit the Bonds, Guarantees and Documents, supply the deliverables etc as specified in the Contract, the Buyer may at his discretion, withhold any payment until the completion of the Contract.”

**15. Right of Acceptance of Offer:**

- a) Buyer reserves the right to accept partly or reject any offer without assigning any reason thereof. The Buyer does not pledge itself to accept the lowest or any other tender and reserves to itself the right of acceptance of the whole or any part of the tender or portion of the quantity offered and the Seller shall supply the same at the Rate quoted.
- b) In respect of enquiries, which call for procurement of more than one item, the Buyer reserves the right to consider and accept the offer for any of the items in the enquiry reserving the right to utilize the offer for balance items at a later stage within the validity of offer.

**Patent Rights:** The Seller shall indemnify and hold the Buyer harmless against all third party claims of infringement of patent, trade mark of industrial design rights arising from use of the stores supplied or any part thereof.

## **16. FORCE MAJEURE**

Should any force majeure circumstances arise, each of the contracting party shall be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 14 days of its occurrence informs in a written form the other party.

Force majeure shall mean fires, floods, natural disasters or other acts such as war, turmoil, strikes, sabotage, explosions, and quarantine restriction beyond the control of either party.

## **17. PENALTY FOR USE OF UNDUE INFLUENCE**

The Seller undertakes that he has not given, offered or promised to give, directly or indirectly any gift, consideration, reward, commission, fees brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or for borne to do any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or isfavor to any person in relation to the Contract or any other Contract with the Government. Any breach of the aforesaid undertaking by the seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the seller) or the commission of any offers by the seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1988 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the seller and recover from the seller the amount of any loss arising from such cancellation. A decision of the buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller.

Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the seller towards any officer/employee of the buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

## **18. Right to Variation Clause**

To take care of any change in the requirement during the period between issue of RFP and conclusion of contract, Buyer reserves the right to increase or decrease the quantity of the required deliverables by 50% without any change in the terms & conditions and prices quoted by the Seller. While concluding the contract, the quantity can be accordingly increased or decreased at the same terms of conditions.

## **19. LIQUIDATED DAMAGES (LD)**

In the event of the seller s failure to submit the Bonds/Guarantees/ Documents or/and supply/perform the items/services as per Delivery schedule specified in the contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The buyer may also deduct LD to the sum of 0.5% of the contract price of the delayed/undelivered stores/ services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores/services.

## **20. CANCELLATION OF THE CONTRACT**

NIFTEM shall have the right to terminate the Contract, arising out of finalization of this tender, in part or in full in any of the following cases :-

- a. The delivery of the material or start of works is delayed for causes not attributable to Force Majeure for more than 10 days after the scheduled date of delivery.
- b. When both parties mutually agree to terminate the contract.
- c. The contract can be terminate, if the quality of work, unsatisfactory performance, misbehavior, delay in supply, misleads, etc.

## **21. MODIFICATION AND WITHDRAWAL OF BIDS**

Bidder can modify his bid any number of times before bid submission closing date and time. Bidder can also withdraw his bid before bid submission closing date and time. Withdrawn is allowed only once in a tender. If a bidder withdraws his bid, he cannot participate in the particular tender again.

**22. Clarification on Bid Documents:** - Bidder requiring any clarification to this RFP shall notify to Buyer in writing who will respond (in writing) to the clarifications sought not later than 14 days prior to the date of opening of the tenders. The address and contact number for seeking clarification regarding this RFP are given below:-

### **Instructions for Online Bid Submission:**

**23.** The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:  
<https://eprocure.gov.in/eprocure/app>.

## **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **Online bidder Enrollment** on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

## **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective My



Tenders folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again.

This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Queries to be addressed to:

Purchase Section

NIFTEM, Kundli, Sonapat (Hr.) - 131028

Phone No.- 0130-2281057

E-mail ID- [purchase.niftem@gmail.com](mailto:purchase.niftem@gmail.com)

**Registrar, NIFTEM**

**Annexure-I**

<b>S. N.</b>	<b>Item Description</b>
1	DO Letter Pad: Size: 29.5 cm X 21.0 cm. Paper: Imported DO 120 GSM WHITE Printing : Bilingual (Hindi & English) One Logo of National Emblem (embossed in golden colour) with NIFTEM Logo at Top and address at bottom, 4+0 colour printing on top and bottom. Digital Print
2	Normal Letter Pad of NIFTEM Size: 29.5 cm X 21.0 cm. Paper: Imported Executive Royal Bond Paper 100 GSM White Printing : Bilingual (Hindi & English) One Logo of National Emblem (embossed in golden colour) with NIFTEM Logo at Top and address at bottom, 4+0 colour printing on top and bottom.
3	DO Letter Pad: Size: 29.5 cm X 21.0 cm. Paper: Imported DO120 GSM white Printing : Bilingual (Hindi & English) Only NIFTEM Logo at Top and address at bottom, 4+0 colour printing on top and bottom. Digital Print
4	DO Letter Pad: Size: 18.5 cm X 27.0 cm Paper: Imported DO 120 GSM Printing: Bilingual (Hindi & English) One Logo of National Emblem (Embossed in Golden colour) With NIFTEM Logo at Top and address at bottom, 4+0 colour printing on top and bottom
5	Normal Letter Pad of NIFTEM Size: 29.5 cm X 21.0 cm. Paper: Imported Executive Royal Bond Paper 100 GSM White Printing : Bilingual (Hindi & English) Only NIFTEM Logo at Top and address at bottom, 4+0 colour printing on top and bottom.
6	Visiting Cards for Top Executive Size: 8.8 cm x 5cm Paper: Imported cream colour (textured) 120 GSM Printing: Bilingual (Hindi & English) Two Logo of National Emblem Embossed and NIFTEM designing, MOFPI logo and Multi colour
7	Simple Visiting cards Size: 8.8 cm x 5 cm Paper: Imported white, 120 GSM Printing: Bilingual (Hindi & English) One logo of National emblem printed and NIFTEM logo, MOFPI Logo and Multi Colour printing on front & backside
8	Welcome Card Size: 11.5 cm x 8 cm Paper: Imported Art card 300 GSM Printing: Three Logo of National Emblem, MOFPI and NIFTEM Logo, designing and Multi Colour Printing
9	ID cards for Training programmes/Seminar/Conference, etc. Size: 10.8 cm x 7.8 cm Paper: Imported Ivory card 300 GSM

	Printing: Four logo of National emblem, MOFPI, NIFTEM and Knowledge Partner Designing and Multi Colour Printing
10	Ribbon & Pouches for training programmes/Seminar/Conference, etc. Size: 10.8 cm x 7.8 cm (As per sample)
11	Certificate for training programmes/Seminar/Conference, etc. Size: 27.5 cm x 20.5 cm Paper: Imported Art Card 300 GSM Matt Finish Printing: Four Logo of National Emblem, MOFPI, NIFTEM and Knowledge Partner designing and Multi colour printing
12	Envelopes with windows Size: 10.5 X 4.45 Paper : 120 GSM white Printing: Bilingual (Hindi & English) Two Logo, MOFPI and NIFTEM, designing and Multi colour Printing
13	Envelopes without windows Size: 10.5 X 4.45 Paper : 120 GSM white Printing: Bilingual (Hindi & English) Two Logo, MOFPI and NIFTEM, designing and Multi colour Printing
14	Envelopes A4 size without window inside full laminated duly printed Paper: 120 GSM, white Printing: Bilingual (Hindi & English) Two Logo, MOFPI and NIFTEM, designing and Multi colour Printing
15	Envelopes Size: 17.5 x 12.5 inside full laminated duly printed Paper: 120 GSM sunshine, white Printing: Bilingual (Hindi & English) Two Logo, MOFPI and NIFTEM, designing and Multi colour Printing
16	Plastic Folder Transparent Plastic Folder with NIFTEM Branding Printing: Bilingual (Hindi & English) Two logo of MOFPI and NIFTEM, designing and Multi colour printing Size & other specification: As per Sample
17	File Covers Double Punch File covers with NIFTEM Branding and NIFTEM Logo Size & other specification: As per sample
18	File Covers Single Punch File covers with NIFTEM Branding and NIFTEM Logo Size & other specification: As per sample
19	NIFTEM Note Pad Cover & Back Page: 180 GSM Paper quality: 70 GSM Paper qty: 35 leaves Binding: 2 staple book binding Size & other specification: As per sample
20	Writing Pad Size: A5 Cover Page: 130 GSM Paper 58 GSM, Inner 20 leaves Printing Single Colour (NIFTEM Logo)

21	Clear bag Clear Bag with NIFTEM Branding and NIFTEM Logo Size & other specification: As per sample
22	Invitation Card with Envelope Card Size 5 x 7 Inch Paper 300gms. German Kent Env. Size 5 x 7 Sunshine 95 gsm One Logo of National Emblem (embossed in golden colour) with NIFTEM Logo at Top and address at bottom, 4+0 colour printing on top and bottom.)
23	Receipt Book Size: 8x5 Paper 1+2 (100 sets of one book) White Copy 90 gsm Color Copy 54 gsm Numbering containing 150 number
24	Day Out Gate Pass Book Gate Pass (1+2) Size: 8.75 x 10.75 (100 sets of one book) White Copy 70 gsm Color Copy 54 gsm Numbering containing 1800 number
25	Night Out Gate Pass Book Gate Pass (1+1) Size: 8.75 x 10.75 (100 sets of one book) White Copy 70 gsm Color Copy 54 gsm Numbering containing 400 number
26	NIFTEM Folder (Green colour) (As per sample)
27	Spiral Pad (Embossed printing) (As per sample)
28	Indent Book Indent Book (1+2), Size: 8.75x10.75 (50 sets per book) White copy 70 gsm, color copy 54 gsm As per sample
29	Envelope (A3 Size - As per sample)
30	Medical Prescription Book Book(1+1) Size: 6x4 100 sets of one book White copy 70 gsm Color Copy 54 gsm
31	Gate Pass Indent Book (1+4), Size: 8.75x10.75 (50 sets per book) White copy 70 gsm, color copy 54 gsm
32	NIFTEM Brochure Paper : 300 GSM Good quality Size: Open Size: 24.75x11 Fabrication: Double Fold, Matt/gloss on cover and back page (NIFTEM Brochure designing part is also required to be carried out by the agency only, NIFTEM will only provide the matter)

33	<p>NIFTEM Brochure  Paper : 300 GSM Good Quality  Colour: 4+4  Size: Open Size: 16.5öx 10.25ö  Fabrication: Single Fold, Matt/gloss on cover and back page  (NIFTEM Brochure designing part is also required to carried out by the agency only, NIFTEM will only provide the matter)</p>
34	<p>NIFTEM Consultancy Division Brochure  Paper : 300 GSM Good Quality  Colour: 4+4  Size: Open Size: 16.5öx 10.25ö  Fabrication: Single Fold, Matt/gloss on cover and back page  (NIFTEM Consultancy Divisiob Brochure Brochure designing part is also required to carried out by the agency only, NIFTEM will only provide the matter)</p>
35	<p>NIFTEM Small Brochure (Knowledge here has the flavor of success)  Paper: 225 GSM Good  Quality, Colour 4+4  Size: open size11.50öx8.25ö  Fabrication: Single Fold, Matt/ gloss on cover and back page</p>
36	<p>NIFTEM Pamphlets  Paper: 100 GSM Good  Qulaity with UV cotting  Colour:4+4  A4 Size  Double side print</p>
37	<p>NIFTEM Carrier Pamphlet (Your Key to a Golden Future)  Size: 16öx12ö  Paper: 300 GSM Good  Quality with UV cotting  Colour: 4, Single Side Print Fabrication: Matt/Gloss on cover and back page</p>
38	<p>NIFTEM Pamphlets (Knowledge here has the flavor of success)  Paper: 100 GSM Good  Qulaity with UV cotting  Colour:4  A4 Size &amp; Single Side Print</p>
39	<p>Calendar (Big)  Paper: 170 GSM, Size: 23.5öx18.5ö  Pages: 6 , Print: color (front &amp; back)  Binding: Wiro Binding  As per Sample (Designing &amp; Composition charges)</p>
40	<p>Table Calender  As per sample (designing &amp; composition charges)</p>
41	<p>NIFTEM News Letter (Abhivyakthi)  Paper Quality:-  a) Cover Page : 300 GSM  LaminatedArt Paper ( Multi Colour)  b) Inner Page : 130 GSM Art Paper  (Glossy) ( Multi Colour)  Approx. Size :- 8.25öX11ö  Binding : Book style or Folding Brochure Type  No. of Pages : Minimum 36-40  (Including Cover &amp; Back Page)  Printing both sided with photographs</p>

42	<p>NIFTEM VAP Report  Paper Quality:-  a) Cover Page : 300 GSM  Laminated Art Paper ( Multi Colour)  b) Inner Page : 130 GSM Art Paper  (Glossy) ( Multi Colour)  Approx. Size :- A4 (Portrait)  Binding : Book style or Folding  Brochure Type  No. of Pages : Minimum 20-24  (Including Cover &amp; Back Page)  Printing both sided with photographs</p>
43	<p>NIFTEM Placement Brochure  Paper Quality:-  a) Cover Page : 300 GSM  Laminated Art Paper ( Multi Colour)  (3D design, Impossed)  b) Inner Page : 130 GSM Art  Paper (Glossy) (Multi Colour)  Approx. Size :- A4 (Portrait)  Binding : Book style  No. of Pages : Minimum 50-54  (Including Cover &amp; Back Page) (Colour printing both sides along with photographs)</p>
44	<p>NIFTEM other Booklets  Paper Quality:-  a) Cover Page : 300 GSM  Laminated Art Paper ( Multi Colour)  b) Inner Page : 130 GSM Art Paper  (Glossy) ( Multi Colour)  Approx. Size :- A4 (Portrait)  Binding : Book style or Folding  Brochure Type  No. of Pages : Minimum 10-12  (Including Cover &amp; Back Page)  Printing both sided with photographs</p>
45	<p>Compendium Paper Quality:-  a) Cover Page : 300 GSM  Laminated Art Paper ( Multi Colour)  b) Inner Page : 130 GSM Art Paper  (Glossy) ( Multi Colour)  Approx. Size :- A4 (Portrait) (8.5'x11')  Binding : Book style or Folding  Brochure Type  No. of Pages : Minimum 138 (including cover &amp; back page)-Printing both sides  (Including Cover &amp; Back Page)  Printing both sided with photographs</p>
46	<p>Annual Report  Size: 8.5x11ö  Cover Page: 300 GSM (Front &amp; Back ó Laminated)  Inside Page: 80 GSM, Art Paper (Gloss)  Color: 4+4 Color  No. of pages: 200 pages approx (Including cover &amp; Back pages)  Binding: Three stapler with cover pasting (Perfect Binding)  Language: Bilingual (Left Page- Hindi &amp; Right Page- English)</p>

	No. of photographs 50+ (Designing, Composition & translation charges)
47	Student Handbook Size: 8.5x11ö (A4) Paper Quality: 170 GSM imported art paper for inside pages 170 GSM imported art paper for cover pasted on hardbound Lamination: Cover pages Color: 4+4 Color No. of pages: 120-124 pages approx (Including cover & Back pages) Binding: Wiro Binding (Designing, Composition & translation charges)
48	Admission Brochure Size: 8.5x8.5ö Paper: Cover & back ópasting on 28 Oz Indian Gatta Inside: 130 GSM Indian Art paper Color: Cover & Back: 5+4 (Gold Special) Inside: 4+4 Lamination: Gloss Lamination on outer side Performation: on the top side for form Binding: Wiro Binding Packing: Cellophane (Designing, Composition & translation charges)
49	Pilot Plant Booklet (As per sample)
50	Pilot Plant Booklet (As per sample) (Small size)
51	Answer Books A4 Size- 40 pages Mapilitho Paper Size:210 mm X 297 mm Paper quality: Cover page 90 GSM of A4 size with perforation on particular place on top of all pages. Rest of the 70GSM Cream of paper of öAö Grade Mills of Answer Books with 80% brightness. Cover Page Design: Title page will have Guilloche Pattern, Microlettering provision Bar-Code sticker, Question-wise marks (1 to 16) perforation. Sample design of first page will be provided at the time of contract. Printing : English Packing: All answer books to be packed in bundles of 200 each & delivered at NIFTEM.
52	Answer Books A4 Size- 4 pages Size: 210 mm X 297 mm Paper quality: 70GSM Cream of Paper of öAö Grade Mills for Answer Books A4 size Mapilitho paper with perforation. Packing: All answer books to be packed in bundles of 500 each & delivered at NIFTEM.
53	Answer BooksA4 Size- 16 pages Mapilitho Paper Paper quality: Cover page 90 GSM of A4 size with perforation on particular place on top of all pages. Rest of the page 70GSM Cream of paper of öAö Grade Mills of Answer Books with 80% brightness. Cover Page Design: Title page will have Guilloche Pattern, Microlettering provision, Question-wise marks (1 to 16) perforation. Sample design of first page will be provided at the time of contract. Printing : English Packing: All answer books to be packed in bundles of 200 each & delivered at NIFTEM.



**FINANCIAL BID**

- 1) Same is provided along with the tender document BOQ in .xlsx format. Bidder have to advised to download the price bid in that format , quote their rates and upload it along with the bid on to the portal.
- 2) For detail specifications of above mentioned items, interested bidders can see the actual physical samples, at NIFTEM campus on any working day till last date in between 10.00 AM to 05.30 PM.
- 3) GST Extra but inclusive of freight, loading, unloading, packing , transportation ,etc.

**Registrar**

**Tender Form (Technical Bid)**

(To be submitted by the tenderer on their letter head. All Columns must be filled in. Relevant documents in relation to these must be enclosed with the technical bid. The bid will be examined on the same.)

<b>S. N.</b>	<b>Particulars</b>	<b>Details (must be filled by bidder)</b>	<b>Document Placed at :</b>
1	MSME & NSIC Details		Page No.
2	Bid Security Declaration on Letterhead		Page No.
3	Name of Firm with address, mobile/phone no. & e-mail.		Page No.
4	Tender Fee Details (Amount DD No., Bank Name, Amount date)		Page No.
5	Type of Firm (Proprietor/ Partnership/ Pvt. Ltd./ Public Ltd.		Page No.
6	Experience:- The supplier/printer should have at least 3 years experience of printing work (offset, digital, 3D, etc) to any Central Govt. /State Govt./ PSU/ University/ Research Instt./ Colleges/ MNC/ Pvt. Ltd firms, etc. Attached the copies of work orders for last 3 years (2017-18, 2018-19 & 2019-20) with Rs. 10,000/- or above. In case of ARC, copies of ARC or Rate Contract alongwith annual work details with amount be enclosed, which should be duly signed by concerned authorized signatory. Minimum 05 work order or 02 ARC/RC for each completed financial year.  The bidders are also required to submit 03 satisfactory performance certificate from current clients.		Page No.
7	Turnover:- The average annual financial turnover of the bidder during the last 3 financial years (2017-18, 2018-2019 2019-2020) ended 31st March 2020, should be at least 50 Lakh	2017-18: Rs 2018-19: Rs 2019-20: Rs	Page No.
8	Copies of audited Balance sheet and Profit & Loss Account for the F.Y. 2017-18, 2018-19 and 2019-20.		Page No.
9	Income Tax. Returns for the F.Y. 2017-18, 2018-19 and 2019-20.		Page No.
10	Incorporation details		Page No.
11	PAN & GST details		Page No.
12	Bank account details		Page No.
13	An Authorization Letter from bidder in favour of person signing tender documents.		Page No.
15	The Annexure No.-V, an undertaking to declare that Bidder has not been black listed in India and abroad must be submitted on Non-judicial Stamp Paper of 100.		Page No.
16	Complete Tender documents including Annexure (I, II, III, IV) duly signed and stamped on each page.		Page No.
17	Annexure- VI and VII on letterhead, if required.		

(Must be submitted by the tenderer on their letter head. All Columns must be filled in. Relevant documents in relation to these must be enclosed with the technical bid with proper pagination. The bid will be examined on the same. In case this documents is not provided in properly then the bid of the agency will not be considered)

Signature í í í í í í í í í .  
Name í í í í í í í í í í í ..  
Address í í í í í í í í í í ...  
Mobile: í í í í í í í í í í ...  
Seal of firm. í í í í í í í í ...

Date:-

**TENDER CONDITIONS ACCEPTANCE LETTER  
(To be given on Company Letter Head)**

Date:

To,  
Registrar,  
NIFTEM,  
HSIIDC Ind. Area, Kundli  
Sonapat, Haryana

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: N/PuS/P/2021/13/24

Name of Tender / Work: - **Online Tender For Annual Rate Contract of Printing Materials**

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned Tender/Work from the web site(s) namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents from Page No. 01 to 23 (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated , your department/ organization shall be at liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit absolutely and we shall not have any claim/right against deptt in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**UNDERTAKING**

To,  
Registrar,  
National Institute Of Food Technology Entrepreneurship and Management  
Plot no 97, sector-56, HSIIDC industrial estate,  
Kundli-131008,  
District-Sonepat (Haryana)

Sir,

- 1 I/we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.
3. We will supply the goods in accordance to the specifications of the work order. At any stage, if it is found that the sub standard/deviation from the specifications/ design/quality has been made by us, we shall be liable for penalty and legal action.

Dated:

SIGNATURE OF THE TENDERER WITH SEAL

NAME OF THE TENDERER WITH ADDRESS

**NOTE:** Certificate as per above must be submitted only on non-judicial stamp paper of Rs. 100/-  
( One Hundred Only)

Dated:

**Undertaking to Claim Exemption/Relaxation under MSME/NSIC/Start up**  
**(to be submitted on Company Letter head with stamp)**

**Reference: Tender No. .... (Tender ID: .....) dated ..... for**  
**Annual Rate Contract for Printing Works at NIFTEM**

I am (í í í í í í í í í í í .) is Owner/Director of M/sí í í í í í í í í í í registered with MSME/NSIC/Start Up Unit underí í í í í í í í category.

- 1) Firm Name :
- 2) Udhog Adhaar No :
- 3) NSIC No :
- 4) Year of Registration :
- 5) Category of Registration (Manufacture/Dealer/Supplier):
- 6) Turnover :

As per the benefits extended to MSEs registered with NSIC under single point registration scheme, we are entitled for:

- 1. Exemption in Tender Fee :
- 2. Exemption in EMD :
- 3. Relaxation in Turnover :  How much Relaxation required (please specify)
- 4. Relaxation in Experience :  How much Relaxation required (please specify)

**(Kindly tick the box(es) for the same)**

We are enclosing herewith relevant certificate and documents in support of our claim of exemption/relaxation of the same.

Signature of Authorized signatory  
Name:  
Designation:  
Stamp:

**(Note: Certificate must be submitted on company's letterhead duly signed and stamped)**

**Bid Security Declaration**

**Reference: Tender No. .... (Tender ID: .....) dated ..... for  
Annual Rate Contract for Printing Works at NIFTEM**

I/We (í í í í í í í í í í .) (Name) having registered address  
í í í í í í í í í í í hereby submitting "Bid Security Declaration" in place of EMD, hereby  
affirms that after submitting bids if we (i) modifies the bids (ii) withdrawing the bid (iii) altering the  
bid or any condition (iii) putting counter condition (iv) not having Purchase Order within reasonable  
time limit & approved rates (v) fails to fulfill the contractual obligation during the validity period  
including extended period or contract, I will be liable to debarred for next 03 years for participating  
in tendering process in NIFTEM.

Dated:

Signature of Authorized signatory  
Name:  
Designation:  
Stamp:

**(Note: Certificate must be submitted on company's letterhead duly signed and stamped)**

